

**LINDEN PUBLIC SCHOOLS  
Technology Department**

Employee Acceptable Use Agreement

The following are the conditions under which you accept the provision of a *MacBook Air Laptop* from the Linden Public Schools.

The laptop is the property of Linden Public Schools and issued to employees for the purpose of conducting school business. It is intended only for the use of the school employee to whom it is assigned. Use of this laptop is governed by and subject to the rules and conditions contained in District Acceptable Use Policy and other applicable Board Policies, Rules and guidelines.

\_\_\_\_\_ I understand this laptop is for school use and I will use it in accordance with all district policies.

This laptop is intended as the employee's primary computer at school. Therefore, it must be at school during regularly scheduled work days in order to receive administrative communications, upgrades to anti-virus and other software, to take daily attendance and other requirements of the student records management system, etc.

\_\_\_\_\_ I understand the expectation of the Linden Public Schools is for me to use this laptop as my primary computer at school.

The laptop computer will need to be returned to the technology department from time to time to receive maintenance and upgrades. You will be notified when this becomes necessary. Software installations may only be done by the Technology Department. Any software not authorized by District policy will be removed.

\_\_\_\_\_ I understand if I return this computer for repair the hard drive may be reformatted and all data may be lost. I am responsible to backup data files to the network on a regular basis.

The laptop computer may be taken home or to other locations after school hours by the employee. However, the employee is responsible, at all times, for the care and appropriate use of the laptop computer. The laptop should not be left unattended in any unlocked area: i.e. classroom, instructional area, office, vehicle, or common area, etc. The laptop should be locked in desks, cabinets or other secured spaces and should not be left visible while not in the user's possession.

\_\_\_\_\_ I understand I am responsible to take precautions to keep this laptop safe and cared for at all times.

Each laptop computer is equipped with remote tracking software. In the event of damage, loss or theft, the employee will notify the Director of Technology at [MWALTERS@linden.k12.nj.us](mailto:MWALTERS@linden.k12.nj.us) in writing within 24 hours so a police report or insurance claim can be filed.

\_\_\_\_\_ I understand I am responsible to notify the Director of Technology at [MWALTERS@linden.k12.nj.us](mailto:MWALTERS@linden.k12.nj.us) in writing within 24 hours so a police report or insurance claim can be filed in the event of damage, loss or theft.

I have received the equipment listed below and agree to the terms listed on this form.

Computer Model: MacBook Air Laptop

Computer Serial Number: \_\_\_\_\_

Computer Asset Tag Number: \_\_\_\_\_

Accessories Assigned: 1 Charger & 1 Speck Smart Shell Case

Employee Name (Print): \_\_\_\_\_

District Employee Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

(Administrator Signature)

