

Laptop or Tablet Summer Use Agreement

You are being assigned a district inventoried laptop and/or tablet computer for your approved summer administrative or curriculum project(s). As such, you must agree to the following terms:

You adhere to all the terms and conditions of the Solvay Union Free School District's Use of District Laptop/Tablets or Tablet Computing Devices to Support District Educational Programs and Acceptable Computer and Internet Use Policy for Employees. Signed copies of both agreements are on file in the district office.

1. Laptops and/or tablet computers will be loaned to staff members only with approval from the Assistant Superintendent for Curriculum and Instruction.
2. You are responsible for the security and condition of the laptop and/or tablet computer and agree to incur any costs due to theft, loss, or damage to it that may occur while it is on loan to you.
3. Due to summer cleaning and learning activities, laptop and/or tablet computers may not be stored in any school offices or classrooms overnight or on weekends.
4. You are to keep any assigned laptop and/or tablet computer at your home, or ask to have it locked in the main office of the school building when not in use. If you choose to leave it at school, you must contact the building administrator and turn it over to him/her to ensure secure storage.

If you choose **not** to keep your assigned laptop and/or tablet computer over the summer, please turn it in to the Technology Coordinator (Mike Lanckton) or System's Administrator (Matt Dean) before the last scheduled workday. Any documents stored on such assigned laptop should be removed or copied to your H:\drive.

Laptop or Tablet Computer Summer Loan Acknowledgment of Responsibility

Name (please print) _____

Signature _____ Date _____

Building _____ Room _____

LAPTOP/TABLET INVENTORY INFORMATION (list all the devices assigned to you)

District Tag Number	Description (i.e. iPad, MacBook, iPod Touch, HP Probook)

Copies to: Employee, Employee File, and Technology Coordinator