BCSD COMPUTER USE BY STAFF

A new laptop computer/tablet and accessories have been acquired for your use. You must read and acknowledge the following understandings between you and the Bethlehem Central School District.

The laptop computer/tablet is the property of Bethlehem Central School District (District).

This device and accessories will be provided while school is in session, and can be taken home while school is in session, but may be requested to be returned to the Tech Office for routine maintenance during summer recess periods.

The laptop and accessories are provided:

- for the improvement of your teaching
- for the conduct of your research
- for your professional development
- for carrying out tasks you are required to do
- for you to make class presentations
- for students to use under your supervision
- for communication with parents
- for reducing the use of paper

All uses of this device and accessories must be in accord with Board of Education policies, which are available in the Board of Education Policy books in your building.

You are authorized to use this device computer and accessories for the aforementioned reasons in furthering the business of the District, and your specific duties as a District professional. If the computer is lost or damaged due to your negligence, you are responsible for the cost of replacement or repair.

Whenever you are in school, the computer and accessories must be in school. It is intended to be an instructional resource, and should be available for both teacher and student use.

In the event you leave employment with the District, you must return the computer and all accessories before you leave.

Persons not affiliated with the District must not be allowed to use or borrow the computer from you.

The software on this device is the property of Bethlehem Central School District and has been licensed for use on this computer. You may not personally add to or delete any software from this computer without District permission, or copy any software from this computer. Doing so could create technical problems, including the introduction of viruses and loss of data. You should check with the District's Technology Office for assistance with software issues.

If you require other software applications, you may request them by submitting a Software Request form to your principal or subject area supervisor. Additional software must be:

- owned by or licensed to the District
- compatible with existing software
- placed there by District personnel
- purchasable within budget allocations

Files which you store on this computer are your responsibility to safeguard and back up. The District will issue guidelines and provide you training to do this, but you must do it.

You may not modify the hardware or attempt to service this device yourself. The District will provide any required maintenance.

_____	_____	_____
Name	Signature	Date

I have received the following items:

Circle One: Mac PC iPad

Computer Barcode: _____ Serial Number: _____

SESS Tag (if applicable): _____

Circle all that apply and indicate quantity: Mouse ____ Power Adapter ____ Laptop Case ____

iPad Case ____ iPad Cable ____ iPad Power Adapter ____ Ethernet Cable ____ VGA Adapter ____