



Employee Agreement for the Assignment of a Laptop Computer

This agreement is entered into between the Pleasanton Unified School District (PUSD) and any employee assigned a PUSD laptop.

The employee named below has received the following equipment: laptop, power cord, and carrying case. He/she agrees that the equipment is in good working order at the initiation of the agreement period. If the employee retires, resigns from the school district, or transfers to work at another PUSD campus, all equipment must be returned to the principal or designee of the site listed below.

The employee named below is responsible for this equipment at all times. The employee is responsible for taking reasonable precautions to secure the laptop in such a manner that it will not be subject to theft or damage. Loss, theft or damage to this laptop must be reported to the employee's supervisor. Employees are responsible for any loss, theft or damage that occurs outside of PUSD school or district locations. Employees may elect to provide a police report indicating the cause of the loss, theft or damage to the laptop to the PUSD. If a police report is not provided, then the employee is liable for the full replacement value of the laptop, as specified below.

- If a laptop is damaged or in need of repair, the employee should submit a ticket in the RT Technology Help system or follow other technology support request protocols established at the site.
- If a laptop has been lost or stolen, the staff member is directed to notify his/her principal or designee of the loss or theft.

To be completed by PUSD Employee: <i>Please initial, sign and date below:</i>

_____ I have read and agree to abide by the PUSD Acceptable Use Policy as outlined in Administrative Regulation 4040 (printed on the back side of this form). I understand that my use of this laptop is governed by the guidelines set forth in this policy.

_____ I understand that this laptop must be secured by a password at all times. I understand that I am responsible for maintaining the confidentiality of any data stored or accessed on this laptop. I understand that this laptop is managed by a central system that will allow District personnel to wipe or lock the laptop in the event of loss or theft. In the event of loss or theft, PUSD personnel may attempt to track the location of the device using manufacturer location tracking tools.

_____ I will notify the principal or designee if I am retiring, resigning, transferring to another PUSD site, or taking a leave of absence in excess of two weeks. I will return this equipment to the site principal or designee as a result of my change of status.

_____ I understand that this laptop will be my primary computer for use by me in my classroom or assigned work area.

_____ I agree that the laptop will be on campus during all instructional days. If I do not have my laptop on campus, I understand there is no guarantee a loaner laptop will be available.

_____ I agree that I am accountable for the property listed above, and that I must exercise reasonable care in its safekeeping. Equipment owned by PUSD that is assigned to me will only be used within the scope of the duties of my position and for school-related business. I will not use the equipment for personal use.

_____ I agree that loss, theft or damage to this laptop will be immediately reported to my supervisor. Unless I provide a police report for the loss, theft or damage that occurs outside of PUSD school or district locations, I agree to promptly provide payment for the full replacement value of the laptop to the PUSD. **The full replacement value of the laptop is: <<MERGE FIELD VALUE>>**

Employee Name (please print) _____

Employee ID # _____ Site: _____

Employee Signature _____ Date _____

To be completed by PUSD Technology Services Department

Computer Model # <<MERGE FIELD MODEL>> Asset Tag # <<MERGE FIELD TAG>> Serial # <<MERGE FIELD SN>>

A hard copy of this form must be filed at the school site. A scanned electronic copy must be filed in the shared network folder.

Online/Internet Services: User Obligations and Responsibilities

Employees are authorized to use district equipment to access the Internet or on-line services in accordance with Board policy, the district's Acceptable Use Agreement, and the user obligations and responsibilities specified below.

1 The employee in whose name an on-line services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses and telephone numbers private. They shall use the system only under their own account identification.

2 Employees shall use the system safely, responsibly and primarily for work-related purposes.

3 Employees shall conduct district business through district provided communication systems. Employees shall not use personal e-mail or social media accounts for district purposes.

4 Employees shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs.

(cf. [4030](#) - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

5 Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy or administrative regulations.

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

6 Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee

7 Copyrighted material shall be posted online only in accordance with applicable copyright laws.

(cf. [6162.6](#) - Use of Copyrighted Materials)

8 Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or forge other users' email.

9 Classroom or work-related web sites, blogs, forums, or similar online communications representing the district or using district equipment or resources shall conform to the district's expectations of professionalism. Such sites shall be subject to rules and guidelines established for district online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the district is not responsible for the content of the messages. The district retains the right to delete material on any such online communications.

(cf. [1113](#) - District and School Web Sites)

(cf. 4113.1 - Duties and Responsibilities of Non-Management Certificated Personnel)

10. Employees shall report any security problem or misuse of the services to the Superintendent or designee.

11. Employees shall not willfully cause damage of any kind to the district's electronic services.

12. The district is not responsible for protecting employees from receiving spam email, security threats, offensive electronic messages, or other unwanted electronic communications. The district may implement strategies to filter unwanted communications.

13. Employees shall preserve and bring to the attention of the Superintendent or designee those electronic communications that have been identified by the employee, or by another district employee with the appropriate authority, as a public record, as being related to reasonably foreseeable litigation, as having a lasting business purpose, or as having historical value to the district.

14. Employees shall maintain electronic communications in accordance with applicable district records management policies that exist or that may be created.