

Northwest Suburban Special Education Organization

Employee Laptop Agreement

As a borrower of an NSSEO laptop, I accept the following responsibilities:

- I will follow the guidelines established in the NSSEO **Network Access Agreement** and I have signed the **Employee Authorization for Network Access**.
- I will follow the guidelines listed below for proper care of the laptop.
- I will use the computer for school or professional development purposes. I will not install any software on the computer unless it has been approved by the school's technology coordinator. (Requests for software modification or installation should be made 7 days in advance of when they are needed.)
- I will not write on or place any labels or stickers on the laptop.
- I will not disable or uninstall the virus protection program that is provided with the machine.
- I will ensure any documents I create will be moved from the laptop to the network on a monthly basis for backup purposes.
- I will bring the laptop back to school and log in to the network at least once a month in order to ensure that antivirus software and other updates pushed out through the network are current.
- I will report any problems/issues I encounter while using the laptop to the technology department immediately through the help desk. (E-mail helpdesk@nsseo.org)
- I understand that the technology staff will reimaging the laptop at any point where it becomes unusable or unstable and at the end of the year.
- I understand that reimaging may be a course of action for any repairs or modifications on the computer and this will result in the loss of all data from the laptop.
- Any modifications I make in the computer's settings will be for usability or cosmetic reasons only.
- All laptops must be returned at the end of the school year for inventory and software updates. Laptops will be reassigned as deemed appropriate by the administration.

Guidelines for Proper Care of the Laptop

1. The laptop is not to be loaned to anyone.
2. Other individuals, including children, should not be allowed to play on the computer.
3. Proper care is to be given to the laptop at all times, including but not limited to the following:
 - a. Give care appropriate for any electrical device.
 - b. Use a surge protector or unplug the laptop during electrical storms.
 - c. Keep food and drink away from the computer.
 - d. Do not leave the laptop exposed to direct sunlight or extreme cold.
 - e. Position the laptop on a safe surface so it does not drop or fall.
 - f. Do not attempt to repair a damaged or malfunctioning laptop.
 - g. Do not attempt to upgrade the computer or software.
4. Proper security is to be provided for the laptop at all times, including, but not limited to, the following:
 - a. Secure your laptop in a safe place at the end of the day.
 - b. Do not leave the laptop in an unlocked car.
 - c. Do not leave the A/C adapter behind when moving the laptop.

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Laptop Acceptance Form

Date: _____ Asset Tag Number: _____

Name: _____

Program: _____ Work Phone Number: _____

Date Assigned: _____ Date to be Returned: _____

I understand that all laptop computers, equipment, and/or accessories that the cooperative has provided to me are the property of the Northwest Suburban Special Education Organization. I agree to the terms outlined in the cooperative's Employee Laptop Agreement and the Network Access Agreement.

I understand that I will report any damage, loss, or theft of the laptop computer to the Technology Coordinator or NSSEO Administration. Additionally, I understand that I will not be held responsible for computer problems resulting from regular school-related use; however, I understand that I am personally responsible for any damage, theft, or loss of the laptop computer and/or related equipment and accessories due to negligence.

I understand that a violation of the terms and conditions set out in the Employee Laptop Agreement and the Network Access Agreement will result in the restriction and/or termination of my use of the cooperative's laptop computers, equipment, and/or accessories and may result in further discipline up to and including termination of employment and/or legal action.

Items Loaned/Condition

<u>Item</u>	<u>Loaned</u>		<u>Condition</u>	
Laptop Computer	Yes <input type="checkbox"/>	No <input type="checkbox"/>	New <input type="checkbox"/>	Used <input type="checkbox"/>
Power Supply and Cord	Yes <input type="checkbox"/>	No <input type="checkbox"/>	New <input type="checkbox"/>	Used <input type="checkbox"/>
Laptop Case	Yes <input type="checkbox"/>	No <input type="checkbox"/>	New <input type="checkbox"/>	Used <input type="checkbox"/>

Comments: (overall condition, scratches, dents, etc.)

Signature: _____

Date: _____