



Williamstown Independent School District Mobile Device Use Agreement

While the primary purpose of the Williamstown Independent School District's technology equipment is for use on site during the school day, there are times when it is appropriate for staff or students to check out equipment to be used for educational/employment purposes outside of the school day and the work environment. All employees or students/parents/guardians will be required to sign this form before technology equipment can be taken to a location other than a district facility. Technology equipment may be checked out under the provisions of the Acceptable Use Policy.

Borrower's Agreement:

1. The borrower must be an employee or current student of the district.
2. The property is for school/district business only. It is not for personal, commercial, business use, or for political or religious reasons.
3. The borrower agrees to be the SOLE USER of the equipment.
4. The borrower agrees to use reasonable care and diligence in protecting, safeguarding, and supervising use of the device; including not leaving equipment unsecured while on district premises (such as copy room, any common area, or in an unlocked classroom).
5. The borrower agrees to accept full responsibility for equipment and agree to reimburse the Williamstown Board of Education full repair cost on any damages or replacement cost for theft or loss incurred through employee or student negligence. (*Negligence is defined as: failure to exercise the care that a reasonably prudent person would exercise in like circumstances.*)
6. The borrower agrees to not leave the device in vehicles due to risk of theft as well as damage that may be incurred by excessive heat or cold.
7. The borrower must adhere to copyright laws, which includes: no unlawful copying/distributing of software or documentation provided with the computer or device and no use of the computer or device to copy any software.
8. To make no unauthorized changes to the equipment's configurations. No adding, removing, or adjusting any device software or hardware.
9. The borrower agrees to participate in training in the use and care of the technology equipment as provided by the district.
10. The borrower agrees to return the device to the District Technology Coordinator: immediately upon termination of employment; at any time upon request of the district technology coordinator; on or before the due date on this agreement.
11. The borrower must report any and all problems with functionality or damage incurred on the device (including but not limited to: cracked or broken screen, keyboard issues, sound, loss or theft) within 24 hours of occurrence to the district technology coordinator. Stolen equipment will be reported to the appropriate law enforcement agency to insure thorough investigations, pursuit of criminal prosecution and full restitution, when possible, to the fullest extent of the law.
12. The borrower agrees that if the devices is assigned to them as part of their employment with the district, they will obtain (at their own expense) a protective case or covering to help prevent damage to the device.
13. The borrower understands that it is highly recommended that employees who are assigned any technology equipment have homeowners, renters, and/or automobile insurance coverage in case of theft, loss, or damage.
14. The borrower is responsible for backup of all personal data on the device. The district assumes no liability for loss of data. All personal information should be saved to an external source.

Borrower's Name: _____ **Asset Tag #** _____

District Procedures:

1. The device will be recorded in the Williamstown Independent School District technology inventory. The district reserves the right to perform a physical inventory of the hardware at any time.
2. Technology equipment will receive mandatory diagnostic checks and virus software at the discretion of the district technology coordinator, At such times, the equipment will be returned to the district technology office.
3. The district reserves the right to re-image the device at the discretion of the district technology coordinator. The district will not be held responsible for loss of personal data or information.
4. All property borrowed/assigned from the district is required to be returned during the site's annual physical inventory audit.
5. If employment status should unexpectedly change and this device is returned, the user signing this agreement agrees to provide any necessary usernames, passwords, and/or passcodes necessary to disconnect them from this device.
6. A copy of this agreement will be kept on file with the district Tech Dept.

DEVICE INFORMATION

To Be Completed By: Tech Dept.	_____ Checking Out or Assigned Mobile Device					
	_____ Returning Permanently (Perform "How to Disconnect an iPad" steps)					
	DEVICE TYPE:	IPAD	CHROMEBOOK	SURFACE	MACBOOK OR LAPTOP	OTHER _____
	Estimated Purchase Value Borrower is Responsible for:	IPad \$500.00	CHROMEBOOK \$250.00	SURFACE \$1000.00	MACBK / LAPTOP \$1200.00	OTHER \$ _____
	Device Condition:	NEW Assigning for first time. No other user	EXCELLENT Normal Wear, Light / General Maintenance Required	GOOD Minor to Heavy Wear, Medium Maintenance Required	NEEDS REPAIR Can be repaired to be functional, Significant Maintenance Required	SURPLUS Not Functional / Unfixable
	iPad Passcode:	_____				
	APPLE ID Username:	_____				
	APPLE ID Password:	_____				
Checkout Date: _____						

By signing this form, I agree to the terms set forth in the section titled 'Borrower's Agreement'. I have read and agree to comply with this agreement. I understand that any violation of the procedures may result in having the device removed from my care and may result in my not having access to any equipment for use away from district facilities.

I agree to release, indemnify, and forever discharge the Williamstown Independent School District, its successors and assigns, its agents and employees and all other persons, firms or corporations who are or might be liable in any way, from and against any liability or responsibility whatever of any kind and nature, arising from and by reason of use of the Williamstown Independent School District equipment and participation in its check out.

Name of Borrower (please print): _____

Street Address: _____ (student checkout only) City: _____ (student checkout only) State: _____

Home Phone: _____ (student checkout only) Cell phone: _____ (student checkout only)

(If Student is Borrowing) Parent/Guardian Signature: _____ (student checkout only)

Borrower's Signature: _____ Date: _____ / _____ /20_____

Tech Dept. Initials _____