

Staff Member _____

Last Name

First Name



Madeira Staff Computer Release and Acknowledgement Agreement

I, _____, acknowledge that the Madeira City School District Board of Education (“District”) is making available to teachers (“users”) within the district a district–assigned laptop computer (“computers”) for the purpose of productivity, research, curriculum delivery, professional development activities, and electronic storage in the pursuit of learning. The District is providing said computers to users for educational purposes. This Agreement is a guideline for use and a contractual agreement between the user and said computers and the Board of Education. I agree to take responsibility for the appropriate and lawful use of the computers. I acknowledge that misuse may result in loss of privilege to access laptops, an obligation to reimburse the District for damage to computers and may result in disciplinary action under Board Policy.

I understand that the District has policies in place, which govern the access and use of computer and network systems. I acknowledge that I have read and am familiar with District computer and network system policies and am responsible for complying with said policies. I am aware that I will be held responsible for any content accessed from my district – assigned computer, including any content accessed by other users or students. The district recommends that users protect their assigned password and keep said computer in a protected location.

I acknowledge that I am responsible for the care and for maintaining said computers. I understand that I may be held responsible for any damage to said computers, other than normal wear and tear. This could result in me providing reimbursement to the District for a damaged computer.

Furthermore, I agree to release and to hold harmless the Madeira City School District Board of Education from any and all liability arising out of any personal injury, property damage or death related to district – issued computers.

This Release and Acknowledgement will cover your contractual employment with the District. I understand that I may revoke this release, in writing, at any time. However, if I do revoke this release, I understand that I will not be permitted to use district–issued computers.

(Signature of Staff Member)

(Date)

Staff Computer # _____