

## COMPUTER USAGE: LAPTOP COMPUTERS

### Section I.      PURPOSE

The Jackson Public School District recognizes that its teachers and administrative staff may need to use the district's laptop computers off-site, after hours, in order to complete a project or further the district's goals. While said usage is allowed, it must be within strict guidelines.

A teacher or administrative staff who is desirous of using a laptop computer at his or her home must first obtain approval from the Director of the Teacher Resource Center or his or her principal or supervisor if the computer is located at the school site. An off-site usage agreement which sets forth the purpose and other pertinent information must be completed prior to check-out. Computers will be checked out on an availability basis. Staff must certify that the computers will be used only for district purposes. Failure to abide by this rule may prohibit the teacher or administrative staff member from using the computer in the future, and subject him or her to disciplinary action.

### Section II:     LIABILITY

Teachers or administrative staff are ultimately responsible for the laptop computer they carry home. Should it become lost, stolen, or otherwise damaged while in the staff member's possession, the staff member will be required to reimburse the school district for the replacement value of the computer.

SOURCE:        Jackson Public School District, Jackson, Mississippi

DATE:           August 18, 1997

**TEACHER RESOURCE CENTER**

**Jackson Public School District**

**4851 McWillie Circle**

**Jackson, Mississippi 39206**

**OFF-SITE USAGE AGREEMENT**

This computer is made available for authorized use through the Teacher Resource Center (hereinafter “TRC”) of the Jackson Public School District. The Agreement is in accordance with Policy JIA and places full responsibility on the borrower for the safe operation and prompt return of the computer. The borrower’s signature will indicate acceptance of the terms of the Agreement.

1. Laptop computers at the TRC will be loaned for school use only.
2. The computer will only be operated by the undersigned borrower.
3. No unlicensed software will be permitted on district-owned computers.
4. No personal software will be permitted on district-owned computers without prior written approval from the Office of Information Services.
5. The borrower must immediately report any mechanical problems with the computer to the TRC, or Information Services. No attempt should be made to repair the computer by the borrower.
6. The borrower will assume full responsibility for the prompt return of the computer in good condition.
  - a. If the computer is stolen or lost while in the borrower’s possession, the borrower must immediately file a police report and notify the TRC and Information Services. The borrower must provide the TRC with the police case number for the stolen property.

- b. If the computer is damaged while in the borrower’s care, he or she shall immediately notify the TRC and Information Services of the damage and how it occurred.
  - c. The borrower understands that the Jackson Public School District may hold him or her financially responsible for the loss and may take necessary action to recover said loss.
7. Unauthorized use may result in disciplinary action up to and including termination.

**TO BE COMPLETED BY TRC PERSONNEL:**

**To Be Used For:** \_\_\_\_\_

**Property Description:** \_\_\_\_\_

**Item Asset Number:** \_\_\_\_\_

**Check Out Date:** \_\_\_\_\_

**Property Returned In Good Condition**    Yes \_\_\_\_\_    No \_\_\_\_\_

**If No, please explain:** \_\_\_\_\_

\_\_\_\_\_

**AGREED:**

Signature: \_\_\_\_\_

Borrower

TRC Director

Borrower’s Address: \_\_\_\_\_

Borrower’s School: \_\_\_\_\_

Borrower’s Telephone Numbers: \_\_\_\_\_

Work

Home

**COMPUTER CHECK OUT FORM**

Borrower's name \_\_\_\_\_

(please print)

School name \_\_\_\_\_

Position: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work phone: \_\_\_\_\_

Home phone: \_\_\_\_\_

Check out date: \_\_\_\_\_

Date due back: \_\_\_\_\_

a. Computer brand and JPS Asset # \_\_\_\_\_

b. Please initial all accessories check out with computer

\_\_\_\_\_ A/C power supply/cord

\_\_\_\_\_ Carrying case

\_\_\_\_\_ External floppy disk drive (3.5")

\_\_\_\_\_ External CD ROM drive

\_\_\_\_\_ PCMCIA Modem card

\_\_\_\_\_ User's manual

I have read the JPSD "Off-Site Usage Agreement" and I agree to the conditions and terms outlined in it.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

TRC Staff Initials: \_\_\_\_\_

*SECTION TO BE COMPLETED BY TRC STAFF (initial each one)*

\_\_\_\_\_ Computer and all accessories returned

\_\_\_\_\_ Computer boots up properly

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

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