



Oak Park Schools

Staff Loan of District Property Form

District Laptop Agreement Terms

This agreement covers the laptop, Chromebook, tablet, and/or accessories as listed in the inventory management system, hereto referenced as “Laptop”.

District-owned laptop(s) are the legal property of the Oak Park School District (OPSD) and are provided to employees for use both on and off school grounds to enhance, enrich, and facilitate teaching and learning, administrative duties, as well as school communications. The laptop is to be used for school-related business, curriculum enhancement, research, communication, and other instructional purposes. Laptop activities must be consistent with this purpose.

Because information technology resources are OPSD-provided benefits, there can be no expectation of privacy with respect to an employee's use of these devices and resources. OPSD reserves the right to, without notice or consent, access, monitor, and review employees' use of information technology resources, including computers, tablets, iPads, and other such devices whether hardwired, wireless, or handheld, hardware, software, files (current or deleted), portable media, portable storage devices, mobile devices, the Internet and email, including attachments as well as requesting passwords or PINS for any security measures or third party applications installed by the end user in attempts to secure or protect the device. This includes but is not limited to, accessing stored information, reviewing logs of incoming and outgoing information and messages, as well as the content of that information. OPSD may request access to any passwords or PIN codes used to lock or secure the device, this includes those used to lock the screens or to protect an Apple device using iCloud or any future security measures. The devices remain the property of the OPSD. School District Administration and Technology Services retain all rights to the device and data stored in or on the device.

My electronic agreement/signature in the inventory management solution signifies that I understand the following expectations.

1. I will follow and enforce all the rules and conditions of the **OPSD Acceptable Use Policy** in addition to the following set of rules.
2. The laptop has district-standard software installed. Additional district-authorized software and educational/professional software may only be purchased and installed by the Technology Department (TD).
 - a. District-standard software may not be duplicated, transferred, or downloaded to any other system or media.
 - b. OPSD is not responsible for any service interruptions or loss of data.
 - c. Any data corruption or configuration errors caused by the installation of unauthorized software may require a complete re-imaging of the laptop and may result in loss of laptop privileges and possible disciplinary action.
 - d. Any unauthorized use or installation of software may result in the loss of laptop privileges and possible disciplinary action.
3. Consent of the Technology Department is required to adjust or alter the laptop by the addition or deletion of any hardware.
4. The user will be responsible for backups of all files to external media or the district cloud network.
5. The user will keep the assigned laptop in good working order and will notify the Technology Department within five (5) school days of any defect, damage, or malfunction during use.
6. The laptop will need periodic upgrades, service, and maintenance mandated for security reasons by the Technology Department. The Technology Department reserves the right to collect laptops as necessary to perform this maintenance. Advanced notice will be provided to teachers before laptops are collected and machines will be returned in a timely fashion to minimize disruptions to instruction.
7. The user is responsible for the confidentiality and security of identifiable student information or other sensitive data on my assigned laptop. Personally identifiable information must not be shared or stored on unauthorized or unsecured devices.
8. The user will not allow the laptop to be used by an unknown or unauthorized person. They will assume responsibility for the actions of others while using my assigned laptop.
9. The user will not allow my network user account and password to be used by anybody other than myself.

10. The user is permitted to use the laptop on a wireless network outside OPSD as long as it does not require me to install any additional firewall software or change any of my network configurations.

11. The user is responsible for the security and care of my assigned laptop.

a. If the laptop is lost, stolen, or damaged while on or off school property, the incident **MUST** be reported within **24 hours** to the Technology Department, the immediate supervisor, and/or local police.

b. If the laptop is lost, stolen, or damaged as a result of negligence or intentional misuse, the user will assume the full financial responsibility for repair costs and/or replacement costs of the assigned equipment. This includes paying the full retail value of damaged, lost, or stolen items.

c. Any damage to the laptop in case of loss due to fire or theft, off OPSD premises, the user will assume the full financial responsibility for repair costs and/or replacement costs of the assigned equipment.

d. The user is allowed one (1) accidental damage repair to the laptop per academic year. The user will assume full financial responsibility for any repair costs and/or replacement costs of the assigned equipment beyond the allowable repair. All repair requests must be submitted by May 15th of the academic year.

12. The laptop assigned to the user is the property of OPSD. It must be returned, including case, accessories, and peripherals upon employment termination, transfer, or retirement in accordance with the district's exit procedures. It is recommended that stickers not be added to the device. **ALL USER-INSTALLED STICKERS MUST BE REMOVED OR THE USER WILL PAY A FIFTY-DOLLAR (\$50.00) CLEANING FEE.** This does not include Oak Park's applied inventory control tags. Those must remain in place.

13. Staff laptops are required to be turned in to the School District at the end of the school year as directed by OPSD. Failure to return laptops may result in legal action.

Laptop User Guidelines

It is the employee's responsibility to keep their assigned laptop secure and protected at all times. Due care should be taken in the handling, transporting, and usage of the laptop. Improper use or not being aware of safety issues can cause the laptop irreparable damage. The following suggestions for care and security include:

1. Use the provided storage bag specifically designed for laptops to transport the computer.
2. Lock your laptop in a cabinet or desk where possible. Make sure to secure the laptop if you are temporarily leaving it unattended.
3. Use car trunks or other means to keep your laptop out of plain view when transporting your computer in your vehicle.
4. Do not store the device in an enclosed vehicle overnight, or in extreme temperatures (hot or cold). This can cause permanent damage to the device.
5. Keep drinks, food, lotions, and other harmful materials away from the laptop.
6. Make sure that before you put your laptop into its carrying bag, it is shut down.
7. Operate the laptop on a hard surface, preferably one that allows ventilation.
8. Unplug any accessories whenever your laptop is not in use, even for short periods, as it uses power unnecessarily and can cause overheating.

This policy will be reviewed annually to account for advances in technology and policy changes. Any questions, concerns, or interpretations of this policy not covered in this document will be resolved at the discretion of OPSD Administration and the Technology Department.

By electronically accepting the Loan of District Property Form, I agree to the following:

- Acknowledge the referenced items shall remain the property of the Oak Park School District.
- Agree not to use this computer for commercial, for-profit, or fund-raising purposes, without district approval.
- Agree this device was received in good condition. Agree to pay up to the original retail value if the equipment is lost, stolen, damaged, or not returned. This may be deducted from my paycheck in the event of loss, physical damage, or failure to return the device upon Oak Park School District's request.
- Read, understand, and agree to the terms of the "District Laptop Agreement Terms" listed above.