



## **Auburn Enlarged City School District Hardware User Agreement**

Computer and other audio/video hardware are provided to Auburn Enlarged City School District employees and contract employees working in Auburn for use both on and off the school grounds in order to enhance, enrich, and facilitate teaching and learning and administrative duties as well as school communications. Laptop computers and other computer hardware and audio/video equipment are to be used for school-related business, curriculum enhancement, research, communications and other instructional purposes.

The following guidelines are provided to help manage the use of this equipment. These guidelines apply to all hardware owned by the Auburn Enlarged City School District.

1. Laptop computers and other hardware are for the use of school district personnel, and remain the legal property of Auburn Enlarged City School District.
2. The Auburn Enlarged City School District Acceptable Use Policy applies to the use of the laptop and other hardware both on and off school grounds.
3. Auburn Enlarged City School District does not guarantee against data loss. It is the responsibility of the individual to ensure all data is backed up.
4. Loss, theft, or damage to Auburn Enlarged City School District equipment must be reported to Computer Services immediately.

Name: \_\_\_\_\_

School: \_\_\_\_\_

Computer Model (if applicable): \_\_\_\_\_

Auburn Bar Code Number: \_\_\_\_\_

I acknowledge this laptop or other hardware belongs to Auburn Enlarged City School District and is intended only for my individual school/district-related use. I have read the Auburn Enlarged City School District Acceptable Use Policy and agree to abide by the terms and conditions of those guidelines.

I understand that violation of the provisions stated in the Acceptable Use Policy may result in disciplinary action by the issuing administrative authority.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Issuing Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_