



Instructional Laptop Acceptance and Liability Agreement

Laptop

Bainbridge Island School District provides laptop computers to faculty and staff members for school-related business as a productivity tool, curriculum tool, and for research and communication. It is not intended as a replacement for any computers that may be personally owned. Use of the laptop should be in compliance with Bainbridge Island School District published acceptable use policies (2022 & 3246) , procedures (2022P & 3246P) and all applicable federal, state and local laws and must never have an adverse impact on uses of technology and information resources in support of the District's mission.

Guidelines for Appropriate Use

- Resources should be primarily used for educational and administrative purposes.
- All District owned laptops will be available for use by staff during the scheduled work day.
- Minimal incidental personal use is an accepted benefit of being associated with the District's information technology environment but at no time shall the District owned laptop be used for personal financial gain or for inappropriate, unlawful activities.

Consequences of Inappropriate Use

- Users are responsible and accountable for their use of district technology. The District reserves the right to deny access to, or request return of, its resources to those who violate its acceptable use and related policies and procedures.
- Users who deliberately use district technology inappropriately will be subject to disciplinary or legal action, up to and including termination of employment.

Ownership of the Laptop

- Ownership of the laptop computer will reside with the Bainbridge Island School District and must be returned when employment ends or as directed. In addition, any documents or information stored on the laptop is considered a public record and subject to disclosure to the public upon request. Employees must immediately surrender the laptop and its contents upon request of the Bainbridge Island School District.

Computer Configuration and Software Licensing

- The laptop will be configured with a standard suite of programs. It is possible that the content area or grade level supported will require unique programs. Users may make changes to the configuration of their laptop. These changes could include, but are not limited to, installing software, adding printers or changing web browser setting. It should be noted that any changes a staff member makes to a district laptop may not be supported by the technology department.
- Bainbridge Island School District has policies and expectations for appropriate use of software, including the requirement to demonstrate legal license to a program. Users are responsible for appropriate licensing.

Liability for Loss, Theft, or Damage

- It is the staff member's responsibility to take appropriate precautions to prevent damage to or loss/theft of the laptop computer.
- The staff member may be responsible for certain costs to repair or to replace the computer if the damage or loss is due to negligence, intentional misconduct or noncompliance with this agreement. Users will not be held responsible for computer problems resulting from regular school use.
- In case of theft or loss, the user must:
 - Report the loss to the District's Technology Department and the user's school.
 - File a report with the local Police or Sheriff Department.
- Users are encouraged to check their homeowners' and/or automotive insurance policies regarding coverage. The burden of proof resides with the user and said user agrees to assume full responsibility to show proof of due diligence. For example, a laptop stolen from a locked and secure car trunk establishes a due diligence, whereas a laptop stolen from a front seat of a car does not.
- The District's Director of Business Services will evaluate the circumstances of the theft or loss to determine if the required reimbursement should be waived.

Security of Systems and Information

- Attempts to alter system software, to bypass security protocols, to introduce viruses, worms, or other malicious or destructive programs, or otherwise "hack" are expressly forbidden.
- All confidential data must be stored on the District's network server (the "H" drive). Users should never store confidential data on their computer. Confidential data includes personal information of the user or other employees or students and any information that may compromise the personal safety of students or employees (e.g. addresses, personal details). If users choose not to store data on the network drives said users are responsible for maintaining appropriate backups. In the event of data loss, the cost of service, hardware, or equipment for retrieval may be borne by the user, or their department or school.

Support and Service

- In general, district support will only be provided to machines that are on campus.
- Users experiencing technical problems should contact the help desk at the Technology Department and may need to return the laptop to the Technology Department for servicing such as hardware repair, software install or problem diagnosis. Computers serviced may be restored to the District's current standard configuration. If a user has modified their laptop configuration, either by installing additional software or making other changes. It is the responsibility of the user to reinstall said software and/or reconfigure the laptop.
- The Technology Department will secure the services needed to maintain or repair the laptop should its operation be impaired by a component failure or normal wear and tear.
- The Technology Department will neither provide Internet access to you from off campus nor configure your laptop to work with your home Internet Service Provider (ISP).