



# COVENTRY LOCAL SCHOOLS

## *Technology Device Agreement*

This agreement is made effective upon receipt of technology device, between the Coventry Local School District (CLSD) and the employee (teacher). The teacher is being provided with a technology device and software for the use while the teacher is employed at CLSD.

### I. EQUIPMENT

- 1.1 **Ownership:** CLSD retains sole right of possession of the device and grants permission to the teacher to use the technology device according to the guidelines set forth in this document. Moreover, Coventry Local administration staff retains the right to collect and/or inspect the technology device at any time, including via electronic remote access, and to alter, add or delete installed software or hardware. The technology device must be returned to CLSD when the employee leaves the district.
- 1.2 **Equipment Provided:** Efforts have been made to keep all technology device configurations the same. All computers include a DVD/CD-RW, ample RAM and hard-disk space and a power cord. CLSD will retain record of the serial numbers of provided equipment for each employee.
- 1.3 **Substitution of Equipment:** In the event the technology device is inoperable, CLSD has NO spare technology devices for use while the technology device is repaired. The teacher may not opt to keep a broken technology device. CLSD technology department must be notified immediately.
- 1.4 **Responsibility of Electronic Data:** The teacher is solely responsible for any non-CLSD installed software and any personal pictures, videos and files stored on the technology device. It is the sole responsibility of the teacher to backup such data as necessary. Storage of large files, pictures and movies may decrease the technology device's functionality. It is best to store such items on an external drive. The teacher is responsible for cleaning out files, data and graphics if the hard drive space becomes limited and slows down the connectivity. It is not the CLSD technology department responsibility to help in recovering personal files.
- 1.5 **Printer:** There is no printer associated to the technology device. For printing files at school, the teacher must use a CLSD desktop teacher workstation. You may email the document to yourself and open the file up on a teacher workstation and print.
- 1.6 **Wireless Access:** All efforts will be made to provide wireless access at school, but we do not guarantee availability. Both the HS and MS have a building-wide wireless access system which teachers may log in to during the day. EIS and TF have limited wireless capability at this time. Teachers in these two buildings may need to plug directly in to the network instead of using wireless connections.

## II. **DAMAGE OR LOSS OF EQUIPMENT**

2.1 **Insurance:** CLSD purchases a three -year warranty on new devices, which provides general coverage for each technology device.

2.2 **Responsibility of Damage:** The teacher is responsible for maintaining a 100% working technology device at all times. The teacher shall use reasonable care to ensure that the technology device is not damaged. The technology device is provided for school-related work. The technology device may be taken home, but it is the teacher's responsibility to see that it is cared for correctly in the home environment. In the event of damage not covered by the warranty, the teacher will be billed directly for the cost of repair. If the teacher chooses not to cover the cost, the technology device will be returned to the technology department and no replacement technology device will be issued. CLSD is not responsible for recovering lost data for technology devices submitted for repair. It is recommended the teacher backup data on a regular basis to an external drive. CLSD reserves the right to charge the employee the full cost for repair when damage occurs due to gross negligence as determined by administration.

2.3 **Warranty:** The CLSD technology department will NOT attempt to repair any technology device that is under warranty, as this will void the warranty. Spills and accidental damage (such as being dropped) are the main items not covered under warranty. If the company takes apart the technology device and finds food, smells beverages, or sees corrosion, the technology device repair will not be covered. Other items that do not generally fall under warranty repair include the replacement of the keyboard and the power cord. If the power cord is damaged (perhaps due to a pet's chewing on it), the teacher will be responsible for replacing it.

2.4 **Responsibility of Loss:** In the event the computer is lost or stolen, the employee may be billed for the full cost of replacement.

### 2.5 **Actions Required in the Event of Damage or Loss:**

1. Damaged: Report the problem immediately using the Technology Work Order system. Include specific details of the damage (including how it happened), the Make/Model, Serial Number and Tag number of the machine.
2. Loss: Report a loss directly to the Director of Technology via email.
3. A member of the technology department will pick up the technology device, including the power cord. Please have the technology device and cord marked with your name and building.
4. The warranty company will be called.
5. The open ticket in the work order system will be marked "waiting on parts".
6. The technology device will be shipped for repair.
7. The company will notify CLSD if there is any damage not covered by warranty.
8. The employee will be notified.

Note: CLSD is not responsible for the length of service repair and makes no guarantee the technology device will be returned in a specific time period.

### III. **LEGAL AND ETHICAL USE POLICIES**

3.1 **Monitoring:** CLSD reserves the right to monitor technology devices via remote connection or to inspect the technology device at any time.

3.2 **Legal and Ethical Use:** All aspects of the CLSD Acceptable Use Policy remain in affect for the use of the technology device.

3.3 **File Sharing:** The installation file sharing applications is prohibited. These programs facilitate illegal file sharing of copyrighted material (music, video and images).

### IV. **ALLOWABLE CUSTOMIZATIONS**

4.1 **Working Style:** The teacher is permitted to alter or add files to customize the assigned computer to their own working style (i.e. background screens, default fonts, and other system enhancements).

4.2 **iTunes:** The teacher is permitted to download and install iTunes, Firefox, etc.

### V. **STANDARDS FOR CARE**

5.1 **Temperature:** Avoid leaving the technology device in environments with excessively hot or cold temperatures.

5.2 **Data:** Back up your data often. Never consider any electronic information safe when stored only on one device.

5.3 **Handling:** Don't force anything (e.g. connections, popped-off keys, DVD/CD's)

### VI. **GENERAL CARE**

6.1 **Physical Structure:** Do not attempt to remove or change the physical structure of the technology device, including the keys, screen cover or plastic casing. Doing so will void the warranty.

6.2 **Serial Number/ Tag Number:** The serial number/ tag number is assigned to a specific teacher. Do not remove or interfere with the serial number or tag number.

6.3 **Cleaning:** Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.

6.4 **Keyboard:** Never leave pens/pencils on the keyboard, as they are guaranteed to crack the screen if the lid is accidently closed. Use a spray air can or Q-tip to clean the keyboard.

### VII. **SUMMER COLLECTION**

CLSD technology department may collect technology devices at the end of the school year for general maintenance and upgrades. A schedule will be provided for drop-off and pick up times for the devices. It is the teacher's responsibility to drop the technology device off during the specified time period or turn in the technology device to CLSD technology department.