

Boston Public Schools (BPS) Laptop Use Agreement



1. Use of this laptop is subject to the rules and conditions of the Boston Public Schools' Acceptable Use Policy (AUP). The AUP must be signed and submitted annually.
2. The laptop is the property of the BPS and for the teaching & learning use by the BPS employee. Placing stickers, writing on, engraving or otherwise defacing/marketing the laptop or case are prohibited. The assigned employee assumes the responsibility for the actions of others while using the laptop.
3. While BPS understands that educational uses of the laptops exist outside of school, the laptops are intended for daily in- school, classroom use to support teaching, learning & the Acceleration Agenda. Therefore, BPS expects that the laptop will be in school on a daily basis. The employee agrees to connect the laptop to the BPS network on a regular basis and do his/her best to do so on a weekly basis to support the laptop's care & maintenance and run software updates which are deployed weekly via the BPS network.
4. The employee recognizes the importance of technology integration to advance teaching and learning. To support this, the employee may voluntarily contribute classroom artifacts created with the laptop to an online community for teachers to share resources within one year of receiving the laptop. Employee may also voluntarily participate in no fewer than a recommended 2 hours of professional development (PD) annually that focuses on technology integration, offered through OIIT or through other district-offered or school-based PD posted on MyLearningPlan.
5. The employee assumes the responsibility of laptop security and care. The laptop should not be left in an unsecured location and must be locked down while in use. If the laptop is lost, stolen or damaged while on or off school property, the incident MUST be reported within 24hrs to the Principal/Headmaster, local police, BPS Safety Services and BPS Technology Office (OIIT). For more detailed information on laptop policies, procedures, and documents, visit: www.bostonpublicschools.org/technology.
6. Laptops that are lost, stolen or damaged will result in financial loss to the district. If it is determined that the loss/damage of the laptop is the result of the employee's failure to comply with OIIT's laptop security guidelines, failure of the employee to take reasonable effort to secure the laptop, or because of the employee's intentional act, the employee assumes full financial responsibility. For other instances of loss, theft or accidental damage, employees will be responsible for a \$200 fee.

7. Employee agrees to follow OIIT policy and procedures for support and repair as outlined on OIIT's website. The employee agrees to use BPS email to communicate with OIIT regarding the L4L program.
8. For support or repair, contact the OIIT Service Desk. The acceptance of the laptop for repair does not guarantee it will be fixed. Some repairs/issues may not be repairable. Loaners may be available for hardware repair.
9. Laptops have district-installed standard software. Additional authorized/educational software may be installed on the laptop, assuming appropriate, legal licensing is maintained.
 - District standard software may not be duplicated, transferred or downloaded to any other system or media.
 - BPS is not responsible for any service interruptions, loss of data or any other consequences thereof from the result of downloading or installing software.
 - Any data corruption or configuration errors caused by the installation of unauthorized software may require a complete reimaging of the laptop.
7. Employee is responsible for the confidentiality and security of identifiable student information on the laptop.
8. Assigned laptops can remain with employees as long as they remain active, eligible employees of the BPS. Teachers on medical/maternity leaves of absence of six (6) months or shorter may be allowed to take the laptop home while on leave with permission on a voluntary basis without expectation of additional compensation for work voluntarily completed.
9. Employees are expected to complete the registration process annually and when they transfer schools. Software purchased by the school remains the property of that school and should be uninstalled by the user.
10. Employees must return the laptop (including case and packaged items) & submit the Laptop Return Form to OIIT upon termination of employment from BPS in accordance with the school's exit procedures.
11. The employee will be informed about the collection of the laptop at the end of its lifecycle. OIIT reserves the right to collect laptops at other designated times through their lifecycle for service and/or maintenance. The employee assumes the responsibility of backing

Employee Name:			BPS ID #:
School/Work Location:			Home Address:
Phone:	Home:	Cell:	Email Address:

Product	Model	Serial #	Asset Tag #
<input type="checkbox"/> Laptop	MacBook		
<input type="checkbox"/> Laptop case	Brenthaven Sleeve		
<input type="checkbox"/> Cables, Remote & Lockdown	Kensington Lock		

up relevant data stored on the laptop prior to collection. Contact OIIT's Service Desk for backup assistance.

My signature indicates that I have read, understand and agree to abide by the conditions listed above. Failure to abide by these conditions may result in the loss of laptop privileges. I further understand that Boston Public Schools will seek to recover cost for repair or replacement of the laptop due to negligence on my part and/or failure to follow the district's Laptop Use Agreement. I agree to fully cooperate with laptop reporting requirements and with property loss, theft or damage incident investigations.

Print name: _____

Employee Signature: _____

Date: _____