



Park City School District Electronic Device User Agreement - Employee

Summary

Electronic Devices (including, but not limited to: laptop computers, iPads, phones, and iPod Touches) that are provided to Park City School District employees for use both on and off district property are provided to enhance, enrich and facilitate teaching and learning. They are to be used for school related use, 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 any digital device owned by Park City School District.

Guidelines

1. Electronic devices that are purchased with any district funds and are used by school district employees remain the legal property of Park City School District.
2. Before an electronic device is issued, the employee must read and sign the Park City School District Electronic Device User Agreement, as well as read and understand the Park City School District Acceptable Use Policy for Internet Access and Technology Use. The signature page of the Electronic Device User Agreement will remain on file with the issuing administrative authority or administrator designee.
3. Work produced and/or information stored or resident in the memory of electronic devices is property of the school district and there is no expectation of privacy.
4. It is the employee's responsibility to maintain a backup of their data and restore their data if needed.
5. Employees will be responsible for any software, software licensing, software support or data on the electronic device outside of the default image that is provided by the school district. Any malicious activity caused by software outside of the default image will be the user's sole responsibility. Malicious activity includes, but is not limited to, viruses, malware, data loss, network scanning, email spamming, network based attacks and disabling or removing any monitoring/security systems installed by Park City School District.
6. In the case of technical issues, an electronic device may be erased and or re-imaged with or without prior consent. Technical issues include, but are not limited to, software crashes, hard drive crash, erratic error messages, etc.
7. In the event of problems with the electronic device, the user will submit a ticket which will be handled in the same manner as all helpdesk tickets.

8. At any point when there is a separation of employment from the district, based on resignation, non-renewal, termination, reduction in force, failure to return the electronic device will result in the employee being charged full retail price of the device and the employee's final check may be withheld until the issue is resolved. It is the employee's responsibility to keep their assigned electronic device(s) and all of its accessories secure and protected at all times. Failing to follow these guidelines that lead to theft and/or render the computer unusable will be considered negligence on the part of the employee.
 - a. Use protected storage bags and/or carrying cases that are specifically designed for the device.
 - b. Lock electronic devices in cabinets or desks when possible.
 - c. Secure the electronic device anytime you are temporarily leaving it unattended in a classroom or conference room.
 - d. Avoid creating trip hazard when plugging in the electronic device to the network, power, projector, monitor or speakers.
 - e. Use car trunks or other means to keep the electronic device out of plain sight. Always keep car doors locked.
 - f. Be aware of extreme (hot or cold) temperatures in an enclosed vehicle. Extreme temperatures can cause harm to components in the electronic device, causing it to fail.
 - g. Keep drinks, food, lotions, liquids of any kind and other harmful materials away from the electronic device.
 - h. Do not affix stickers to the device or vandalize, mark, or deface the device in any manner.

Warranty Repairs

Warranty repairs are defined as defects in materials and workmanship under normal use. The electronic device warranty only covers failure due to defect of the components. This does not include any damage due to accident or negligence. It does not cover loss or theft.

Insurance for Damage/Vandalism/Loss/Theft

If damage, vandalism, loss or thefts occur, a deductible will be paid to the district before the electronic device is returned to the employee. The administrator of the school will make the decision on payment of deductible. Anytime there is damage, loss or theft of the electronic device, a helpdesk ticket will be filled out by the employee.

1. In the event of damage to the electronic device or power adapter, and the item is turned in, a one hundred dollar deductible (\$100) will be charged to the employee or school. This will cover repair of the electronic device or power adapter. All subsequent damages to the electronic device will incur a charge for the cost of the part up to two hundred dollars (\$200).

2. In the event the electronic device is stolen or lost and cannot be turned in, a two hundred fifty dollar (\$250) deductible will be charged to the employee or school for the first incident, and a five hundred dollar (\$500) deductible for the second incident. If there are further incidents, they will be reviewed by the administrator.
 - a. The deductible **will be refunded** if the electronic device is found and turned in within 30 days after the deductible was paid.
 - b. The deductible **will NOT be refunded** if the electronic device is found and turned in more than 30 days after the deductible was paid.
 - c. The device remains the property of the Park City School District and must be returned if found no matter how much time has passed.
3. In the event that any of the peripheral parts (power adapter, video adapter, ethernet adapter) of the electronic device is stolen or misplaced, these items are considered consumable parts and should be replaced by the employee. No third party or OEM parts will be accepted as replacements unless approved by the district technical department.
4. Procedures for reporting damage, loss, theft or vandalism of electronic device are as follows.
 - a. Immediately notify the building ETS.
 - b. The ETS will enter a helpdesk ticket to begin tracking notes on damages and theft.
 - c. In cases of suspected theft or loss, on district property, the building ETS will notify building administration, and a police report will be filed by the district.
 - d. In the event of suspected theft or loss, not on district property, employee must notify law enforcement authorities.
5. In any instances of insurance claims paperwork will need to be filed and all instances will need to be investigated.

Note: Damage to the electronic device due to negligence will not be covered by the district and could result in the full cost of the electronic device.

Note: This agreement only applies to a device deemed as the employee's device. The guidelines in this agreement do not apply to devices used primarily by students. While the employee should take the necessary steps to keep devices safe and in good working order in his/her classroom, these devices are repaired, monitored, and maintained by the school in general.

Related Documents

- Electronic Device User Sign Off