

# Wayne County Schools

## Technology Device Assignment Agreement

SCHOOL NAME: \_\_\_\_\_

TEACHER NAME: \_\_\_\_\_

EMPLOYEE ID: \_\_\_\_\_

DEVICE TYPE: \_\_\_\_\_

MODEL NO: \_\_\_\_\_

SERIAL NO: \_\_\_\_\_

ASSET NO: \_\_\_\_\_

SIGNED ACCEPTABLE USE POLICY ON FILE? \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

DATE RETURNED: \_\_\_\_\_

CONDITION: \_\_\_\_\_

I understand the technology device (device) being assigned to me is the property of the Wayne County Board of Education (WCBOE) and is not for my personal use. Use of the device is a privilege not a right and this privilege may be revoked at any time for neglect, abuse, or lack of need. I may take the device home for work related purposes, but I must return the device to school each work day that I work. The device must be returned to the school of origin upon my termination of employment at that school or returned to the school and inspected as part of the routine "check out" procedure at the end of the school year. All use of the device is strictly governed by this agreement, the WCBOE Acceptable Use Policy and West Virginia State Board of Education policies.

I understand that while the device is assigned to me I am solely responsible for its care and operation including anti-virus protection, updates (where applicable), and password protection. Assistance or routine repair may be provided by the school technology person and/or the county technology department when necessary. Furthermore, I understand that information on the device may include student information that is protected by Federal and State laws and I may be held legally accountable for any disclosure of protected information.

I understand that I may be held legally and/or financially accountable for any physical damage, loss, or data loss due to negligence or abuse and must immediately report said loss or damage to my administrator. If the device is stolen, I must file a police report in the appropriate jurisdiction and provide a copy of the report to my administrator. Failure to provide a police report may result in my compensating WCBOE for the loss. The device is subject to inspection at any time by my administrator or designee or the county technology department.

This agreement must be signed by the teacher, school technology person, and school principal prior to the release of the device. This agreement must remain on file at the school.

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

School Tech: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_