



## LAPTOP AGREEMENT

This Agreement is between

Tikipunga High School and

\_\_\_\_\_ (You).  
(name of teacher)

Laptop Make and Model \_\_\_\_\_

Laptop Serial Number \_\_\_\_\_

I received a laptop bag:

I received a laptop charger:

The following are the conditions under which you accept the provision of a laptop for your use from the School. This Agreement will start on receipt of the laptop from the School. The school reserves the right to transfer the laptop to another eligible teacher if you do not, or are unable to, for any reason, fulfil the requirements of this Agreement.

### **Under this Agreement the SCHOOL will:**

1. Provide a leased laptop computer for your sole use while you are a permanent full-time or part-time teacher at the school. The laptop is for work use. You are encouraged to use it outside work hours; however, it is for your sole use only, and not for use by students, family members or any other person.
2. Set up the laptop to enable you to connect to and make effective use of the school network.
3. Plan and manage the integration of laptops into the school environment, and provide the professional development required to enable you to use the laptop effectively in your professional practice.
4. a) Make regular payment to the leasing company for the lease of the laptop OR  
b) Make a payment to the leasing company on your behalf and receive payment(s) from you to reimburse the School in the case of a buyout purchase price and/or accidental laptop loss outside of school grounds, as a result of your own negligence. OR  
c) Make payment to the leasing company on your behalf and receive payment(s) from your department for incidental damage or repair.
5. Have an expectation that you will abide by the [Digital Technology - Safe and responsible use in school guide](#) (MOE, Feb 2015).



**Under this Agreement YOU will:**

1. Authorize a payment to the School for your portion of the laptops end of lease buyout cost (if applicable).
2. Authorize repayment to the School for laptop replacement cost if accidental loss outside of school grounds occurs as a result of your own negligence.
3. Be prepared to cover the excess of up to \$100 for the cost of laptop repair when the damage has been a result of your own negligence.
4. Use the laptop for the purposes it was provided and abide by the [Digital Technology - Safe and responsible use in school guide](#) (MOE, Feb 2015).
5. Provide suitable care and security of the laptop computer at all times and immediately report any damage or loss of the laptop to the ICT support engineer. The leasing company has ongoing ownership rights to the laptop.
6. Make a commitment to achieving the ICT goals of the School and take part in the ICT professional development activities provided for you by the School.
7. Return and sign the laptop and accessories, over to the ICT Chairperson within School when you resign, leave the School and/or when are away from School for an extended period (1 month or more).
8. In accordance with school policies, be held responsible for any involvement by yourself or any other user of your laptop in activities associated with accessing inappropriate or illegal materials such as downloaded movies and music.
9. Not install any peer-to-peer file sharing and/or other illegal software on the laptop.
10. Be responsible for backing up D drive content prior to returning laptop to ICT Chair.

Signed Out: \_\_\_\_\_ Date \_\_\_\_\_

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Returned: \_\_\_\_\_ Date \_\_\_\_\_