

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 laptop should always be used under the employee's supervision. 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 at home and/or outside of school, the laptops are intended for in-school, classroom use to support teaching & learning.
4. The assigned employee assumes the responsibility of security and care of the laptop. 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 department, BPS Safety Services and Office of Instructional & Information Technology (OIIT). Refer to Superintendent's Circular #SAF-5: Loss or Damage Resulting from Fire, Theft, Vandalism or Unlawful Acts.
5. Laptops that are lost, stolen or damaged will result in financial loss to the district. If it is determined that the loss or damage of the laptop is the result of the employee's failure to comply with OIIT's laptop security guidelines for Laptops for Learning, or because of the employee's intentional act, the employee assumes full financial responsibility for the assessed equipment. For other instances of loss, theft or accidental damage, employees will be responsible for a \$200 fee.
6. The laptop should not be left in an unsecured location. The lockdown device provided should be used at all times. Refer to OIIT's policies and procedures and laptop security guidelines on MyBPS for additional information.
7. Employee agrees to follow OIIT policy and procedures for support and repair as outlined on MyBPS. For support or repair contact your school Technology Support Teacher (TST). The acceptance of the laptop for repair does not guarantee it will be fixed. Some repairs/issues may not be repairable.
8. Laptops have district standard installed software. Additional school/district authorized software and educational/professional software may be installed on this computer, assuming appropriate, legal licensing is obtained & kept on record at the school.
 - 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.
 - Any unauthorized use of software may result in the loss of laptop privileges. For additional information refer to the AUP.
9. Employee is responsible for the confidentiality and security of identifiable student information on the laptop.
10. Assigned laptops can remain with employees as long as they remain active, full-time eligible employees of the BPS. TSTs who are not active, full-time eligible teachers must return the laptop at the end of each the school year. Additional exceptions to this rule include cases where an employee leaves the classroom and/or assumes an administrative position other than Principal/ Headmaster. If you change BPS schools, you **must** fill out a BPS Report of Equipment Transfer form. Any software purchased by the school remains the property of that school and should be uninstalled by the user.
11. Employees must return the laptop (including case and packaged items) & complete the Laptop Return Form posted on MyBPS upon termination of employment from BPS to OIIT in accordance with your school's exit procedures.
12. The employee will be informed by OIIT about the collection of the laptop at the end of its life cycle. OIIT reserves the right to collect laptops at other designated times through their life cycle for service and/or maintenance.
13. In the event your laptop is lost, stolen or damaged under certain circumstances a loaner laptop may be available. Laptops will be loaned out on a first come, first served basis. Please contact your TST or send an email to L4L@boston.k12.ma.us for more information.

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		

My signature indicates that I have read, understand and agree to abide by the conditions listed above. 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: