

PLEASE RETURN THIS FORM TO SCHOOL

Staff Member: _____
(Last, First)

Employee Computer/Internet Use Acknowledgement Form

1. No employee shall be allowed to use school computers or the Internet until he/she has signed and returned this acknowledgement.
2. It is the responsibility of each staff members to know and follow the school's laptop use guidelines and Acceptable Use Policy.
3. The Acceptable Use Policy applies to home use of school laptops as well as in-school use.

Certification

I have read and understand the policy GCSA – Employee Computer and Internet Use and GCSA-R – Employee Computer and Internet Use Rules

Signature

Date

Laptop Insurance Agreement

1. The laptop issued to each staff member is an educational tool and should be used primarily for that purpose. Staff members should have no expectations of privacy with their use of the laptop computer.
2. Replacement and or repair costs for lost, stolen or severely damaged laptops, carrying cases, and or chargers that are not covered under warranty or separate insurance are the responsibility of the undersigned staff member.
3. Staff members have the option of buying into the school laptop repair fund. The cost for the 2010-2011 school year is \$30. Under this program, if a laptop suffers non-warranty damages the staff member will pay only the first \$100 toward repair or replacement costs. If the staff member elects not to participate in the repair fund he/she will be responsible for the full cost of repair (parts and labor) or replacement.
4. If a laptop is stolen while signed out by a staff member it must be reported immediately to the Knox Country Sheriff's Department and then to school administration.

CERTIFICATION

I have read and understand the procedures and expectations outlined above and in Vinalhaven School's Acceptable Use Policy.

_____ I elect to participate in the laptop repair fund. Enclosed is \$30 toward the premium.

Or

_____ I do not elect to participate in the laptop repair fund. I understand that I will be held responsible for the full cost of repair or replacement of the computer.

Printed Staff Members Name _____

Staff Member Signature _____ Date _____