



Laptop Loan Agreement

Providing laptop computers for use by district staff requires certain guidelines to protect the laptop and the school network and ensure that this technology serves as an effective instructional tool. Use of the computer must be consistent with the philosophy and educational objectives of Eagle County School District (ECSD) Re50J. The use of the ECSD laptop is a privilege, not a right, and inappropriate use can result in loss of that privilege.

Staff members agree to the following:

1. I agree to follow all ECSD regulations and policies governing the use of the computer as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software, files and information. Use for political lobbying, product advertisement, soliciting customers or investors, is not permitted. Illegal activities and pornographic, obscene or other objectionable materials are strictly prohibited.
2. The computer is the property of ECSD. If I terminate my employment with ECSD, the laptop computer will be returned to school officials by me immediately. If not returned, I authorize the replacement cost to be withheld from my last paycheck. If my final paycheck is not sufficient to cover the cost, I understand that I am responsible for the remaining balance and the district will not release my PERA until this balance is paid in full.
3. The computer has been provided for my use and I agree not to turn that use over to anyone else without the permission of ECSD.
4. I will not remove or alter any ECSD identification labels attached to or displayed on the computer, nor shall I change identification within the computer, such as the computer name. I will not mark up or apply any stickers or identification labels to the computer.
5. I agree to keep the computer secure and safe. I will assume the risk of loss by theft, destruction, or damage. If, during the loan period, the computer is damaged or returned with any accessories missing, ECSD may charge me the repair or replacement cost. In school loss or damage may be covered by appropriate building accounts. Any loss or damage that occurs outside of school, will be covered by me or my home or auto insurance. If not paid within 30 days, I authorize deduction from my paycheck.
6. I agree to report theft, or suspected theft, loss, damage, or malfunction of the computer to school personnel within 2 working days.
7. Upon request, I agree to deliver the computer to ECSD staff for technical inspection, repairs, software installations, upgrades, reconfiguration or to verify inventory or other information. This may include random screening.
8. I understand that the configuration of the computer for use with a home Internet Service Provider is my responsibility.
9. I agree to follow district procedures for saving files, security, maintaining and backing up files and protecting the computer from viruses. I understand that the computer may be re-imaged if there are technical problems that cannot be easily resolved. I understand that should this re-image be necessary that I may lose any data, personal information and programs that I may have stored on the hard drive.
10. I understand that I must have the appropriate permissions, rights or licenses to install any software on this computer. I will not provide the software to any other individual.

I have read and agree to comply with these guidelines and to abide by all ECSD policies and regulations for the use of equipment including the Acceptable Use Policy for Computers and the Internet. I accept responsibility for damage to or loss of the equipment delineated below while in my possession. I understand that, if the computer or any accessory is lost, damaged or stolen, I am responsible for the replacement cost. I will report any damage to hardware or software immediately to designated school personnel and will return all equipment listed below promptly when requested by school personnel.

Gateway M350E

Operating System:	Microsoft® Windows® XP Professional
Application Software:	Microsoft® Office, FileMaker Pro, FirstClass.
AntiVirus Software:	Norton AntiVirus Software
Processor :	Mobile Processor: Intel® Pentium® 4 Processor 2.4GHz
Memory:	512MB DDR SDRAM (2-256MB modules)
Hard Drive:	30GB ultra ATA hard drive
Floppy Drive:	Integrated 1.44MB 3.5" floppy diskette drive
Optical Drive:	Integrated 24x/10x/24x CD-RW / 8x DVD combo
Expansion Slots:	(1) Type II PC card slot
External Ports:	(2) USB 2.0, FireWire, VGA and Parallel
Screen:	15" XGA TFT Active Matrix
Video:	Integrated Intel® graphics
Keyboard and Mouse:	Full-Sized Keyboard and EZ Pad® Pointing Device
Extra Mouse:	USB Optical Mouse and Gateway® Mouse Pad
Multimedia Package:	Integrated sound and stereo speakers, headphone/speaker jack, and mic jacks
Battery:	Lithium ion battery with AC pack and 1 yr. limited battery warranty
Modem:	Integrated V.92 56K modem
Network Adapter:	Integrated Intel® 10/100 Ethernet Adapter
Wireless Networking Adapter:	Integrated 802.11g wireless networking card
Extended Service Plans:	Value Service Plan-4Yr Parts/Labor/No Onsite/Lifetime Technical Support
Carrying Case:	Mobile Edge notebook bag

Computer Serial Number: _____

Employee Name: _____ School: _____

Permanent Address: _____

Signature of Employee: _____ Date _____