



Teacher Digital Toolkit Agreement

District-issued teacher digital toolkits are the legal property of School District 72 and are provided to employees for use both on and off school grounds in order to enhance, enrich, and facilitate teaching and learning, administrative duties, as well as school communications. Digital toolkits are to be used for school-related business, curriculum enhancement, research, communications and other instructional purposes. Internet activities must be consistent with this purpose.

In addition to having read, signed and agreed to follow the District Information Systems Acceptable Use Agreement (SD72 Form 140-1), I understand that:

1. My district-issued digital toolkit needs to be with me every work day and connected to the district's network;
2. I am permitted to take any and all portable components of my digital toolkit home at the end of each work day;
3. Any and all components of my digital toolkit will be my responsibility at all times, and I am not to lend any part of my digital toolkit to anyone, including members of my family, for any reason;
4. I am responsible for the appropriate use of my digital toolkit, including anything stored on the device, by anyone, for any length of time;
5. I am responsible for the confidentiality and security of student information and other sensitive data in my care;
6. School District 72's operational procedure 140 (District Technology and Acceptable Use Guidelines) govern the operation of my device on and off school district property and content filtering still applies;
7. I will maintain backups of all files to encrypted media or a district network drive;
8. District authorized software and education/professional software may be installed and/or removed from the device;
9. Anti-virus software has been installed and configured for the device and will automatically download from an Internet connection. No user interaction is required. Windows updates will automatically download from an Internet connection and may require a restart;
10. I will not install any unlicensed programs and applications onto my device;
11. Any data corruption or configuration errors caused by the installation of software may require a complete re-imaging of the device. Re-imaging results in a loss of all data, personal and otherwise;
12. School District 72 is not responsible for any service interruptions or loss of data;
13. School District 72 reserves the right to collect digital toolkit components at any time deemed necessary;
14. If my digital toolkit is lost or stolen, I will immediately notify the IT department and school administration;
15. I am expected to protect my digital toolkit from damage and theft, and that I will be responsible for damage or theft that takes place outside of school activity.
16. If the lost, stolen or damaged device and/or accessories is determined to be caused by negligence or intentional misuse, I will assume the full financial responsibility for repair costs or fair market value of assessed equipment;
17. I must return my digital toolkit to the school office if I resign or if I take an extended absence (any absence of three months or longer); and
18. I must return all components of the digital toolkit upon employment termination, assignment change or retirement, in accordance with the district's exit procedures.

Having read this notice, please complete and sign below:

I UNDERSTAND AND AGREE to the above. This agreement will last until I relinquish custodianship by returning all components of the digital toolkit as issued to me.

Employee Name: (Last) _____ (First) _____
(please print)

Employee Signature: _____ **Date:** _____