

Madison County Public Schools Staff Technology Agreement Form

Madison County Public Schools is excited to provide staff with various technology, and we believe it is an essential part of providing the best instruction possible for our students. We ask that all staff review the form below, sign, and turn into building administration before the first day of the school year.

STAFF ASSIGNED TECHNOLOGY BY MADISON COUNTY PUBLIC SCHOOLS AGREE TO:

1. Abide by the requirements of the Acceptable/Responsible Use Policy (GAB/IIBEA and GAB-R/IIBEA-R).
2. Accept financial responsibility and possible disciplinary action for losing, destroying, or otherwise failing to return the laptop at the time and location designated by the school administration and all accessories in its original condition at the end of the laptop assignment. Any laptop not returned using procedures designated by the school administration will be considered lost or stolen and will be processed as such. All repairs and parts replacements, including laptop charger, must be made through Madison County Public Schools.
3. This technology agreement ends on the last day of the current school year or the last day of the staff member's contract, whichever comes sooner.

INTENTIONAL OR NEGLIGENT DAMAGE OR LOSS

The full cost of replacement will be applied for intentional damage that cannot be repaired for lost or stolen computers. The staff member will be held responsible for paying the full replacement cost of replacement device. This also includes laptop chargers.

ADDITIONAL TECHNOLOGY EXPECTATIONS:

1. School issued technology is to be used for school purposes only and should not serve as personal devices.
2. There should be no writing, drawing, or taping of pictures to school issued technology (Includes laptops, carts, phones, projectors, radios, etc.)
3. Student devices should be put away properly, turned off, and locked in carts after every use.
4. Projectors should be turned off when not in use.
5. If leaving MCPS, devices will be turned into school administration no later than last day of current contract. Failure to do so may result in financial consequences. In addition all school accounts will be terminated on last day of contract.
6. If you have any issues, please go through the proper channel of submitting a formal tech request.
7. There should be no food or drink around technology at ANY time.

STAFF SIGNATURES

I. TO BE COMPLETED BY THE STAFF MEMBER:

I have read the Madison County Public Schools Staff Technology Agreement Form, and understand and agree to abide by its requirements in all respects. I have read the Acceptable/Responsible Use Policy, and understand and agree to abide by its requirements in all respects. Should I violate any aspect of either agreement, I shall accept and be subject to all ramifications, including but not limited to access and other privileges.

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NOTE: Your signature on this acknowledgment is binding and establishes that you understand the terms and conditions of this agreement and the Acceptable/Responsible use Policy and their significance. Madison County Public School Board Policies GAB/IIBEA and GAB-R/IIBEA-R may be obtained at www2.madisonschools.k12.va.us

Staff Name

Staff Signature Date

III. TO BE COMPLETED BY MCPS STAFF

Laptop Serial Number: _____