



# Center Independent School District

*"Preparing Students for Their Future"*

*Richard Miller, Technology Director*

## Teacher/Staff Chromebook Agreement

Teacher/Staff Name: \_\_\_\_\_ Campus: \_\_\_\_\_

<b><u>Barcode/Asset Tag #:</u></b>

**Received** Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

**Returned** Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_



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### **Teacher/Staff Chromebook Agreement**

#### **Professional Ethics**

All teachers are held to National and State Standards of Ethics. This includes the new ethics guidelines involving social media interactions. Please make sure you are aware of all implications that come with using mobile device technologies and take extra precautions while following all safety and security measures that deal with private information.

#### **Safety and Security**

Center ISD wants all teachers to be aware of the vulnerability of personal information that can be acquired through internet interactions.

#### **Agreement of Full Implementation**

##### **Under this agreement the district will:**

- Provide chromebook(s) & charger(s).
- Provide resources for instructional use.
- Tech Support.

##### **Under this agreement the teacher will:**

- Participate in trainings that are designed to familiarize the user with the functions and capabilities of the Chromebook.
- Follow reasonable procedures for safety and security of the Chromebooks.
- Adhere to the District Acceptable Use Policy (AUP)
- Be responsible for any loss and damage that occurs to the Chromebook(s).
- Be responsible for all content on Chromebook (including photos and videos), ensuring all information is school appropriate and student friendly.
- Be prepared to present all assigned devices upon request.

#### **Guidelines for Proper Care of the Chromebook**

Proper care is to be given to the Chromebook at all times, including but not limited to the following:

- The Chromebook is the property of CISD and is not to be loaned to anyone.
- Keep food and drink away from the Chromebook
- Do not leave the Chromebook out in extreme heat or cold
- Do not attempt to repair a damaged or malfunctioning Chromebook
- Use the provided Chromebook A/C adapter to charge the Chromebook

**Proper security is to be provided for the Chromebook at all times, including, but not limited to, the following:**

- Secure your Chromebook in a safe place at the end of the day

*By signing the Chromebook inventory/checkout sheet and taking possession of the Chromebook(s), and Power Adapter(s), you are entering into the above agreement with CISD.*