**Scotland County Schools**

**Laptop Issue Assurance and Commitment Agreement**

*In order to be permitted to use a Laptop and/or take the Laptop home, I agree to the following terms:*

1. I will use my Laptop only for school purposes.
2. I will assure that NO alterations are made to its configuration and no unauthorized software is added to the hard drive.
3. I assure that no other party other than another school staff member will be permitted to use my Laptop at any time.
4. I will keep my Laptop in a safe or personal location at all times. I will not leave it in my car (in the trunk is acceptable).
5. I will, with at least a two day notice, be available to return my Laptop to the school when the Technology Department needs it for additions or re-configuration of the Laptop.
6. If the Laptop is somehow reconfigured, gets a virus, or in some other way fails to function, I understand that the technology department will OVERWRITE the entire hard drive with a new copy of the operating system and approved software. I understand that any personal files (including school work) will be destroyed during this process. Therefore, I will maintain backups of any important documents or files I may require for classroom instruction or other school purposes.
7. I understand that if the Laptop is lost, stolen, or damaged while assigned to me, I AM RESPONSIBLE for repair or replacement costs. I understand that I am responsible for the Laptop’s safekeeping and if it is lost, stolen, or damaged, I am responsible for paying replacement cost to the school system. If the Laptop is taken home and is lost or damaged due to negligence, I will pay replacement cost. Repayment plans will be made on individual basis.

In signing this commitment agreement, I agree to abide by these terms. I understand that the Laptop is property of Scotland County School. I will return it to the *School location* should I transfer to another school within the school district or should I resign/retire from the school system.

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Serial Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Asset Tag #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_