

Vanguard Academy Staff Technology User Agreement

Technology devices are provided to Vanguard Academy for use both on and off the school grounds in order to enhance, enrich, and facilitate teaching and learning, support administrative duties, as well as school communications. Technology devices are defined as, but not limited to, items such as computers, laptops, electronic tablets, mobile devices, and other items of a technology nature. Technology devices are to be used for school-related business, curriculum enhancement, research, communications and other instructional purposes.

The following guidelines are provided to help manage the use of this equipment. These guidelines apply to technology devices owned by Vanguard Academy.

1. Technology devices are for the use of school personnel, and remain the legal property of Vanguard Academy
2. Asset tracking and management of technology devices shall be the responsibility of the issuing administrative authority (Director, IT Specialist, etc)
3. Before an employee is issued a technology device, the employee must sign the Vanguard Academy Technology User Agreement. this agreement should remain on file with the issuing administrative authority.
4. The *Vanguard Academy Acceptable Use Policy* applies to the use of the technology devices both on and off school grounds. A signed *Acceptable Use Agreement* must also be on file before technology devices are issued.
5. Only legally licensed software shall be installed onto Vanguard-owned technology devices.
6. All technology devices should have appropriate and current virus protection software installed where applicable.
7. It is the employee's responsibility to maintain a backup of data.
8. In the case of technical problems, a technology device's data storage may be erased and/or re-imaged to it's original format.
9. It is the employee's responsibility to restore applications and data not included in the original device configuration.
10. The IT Specialist shall serve as the first level of support for troubleshooting and maintaining technology devices.
11. Employees who take a technology device off school premises are fully responsible for any damage to or loss of the technology device. The employee is responsible for the cost of repair or the fair market replacement value (as determined by table 1) of the damaged or lost technology device regardless of the circumstances.
12. It is the employee's responsibility to keep their assigned technology devices secure and protected at all times. the following suggestions include:
 - A. use protective storage bags or carrying cases specifically designed for the respective technology devices.
 - B. Lock technology devices in cabinets or desks where possible.
 - C. Use cable safety locks, or similar security devices, when necessary.
 - D. Secure technology devices if you are temporarily leaving them unattended in any area, such as in a classroom or a conference room.
 - E. Avoid creating a trip hazard when plugging in technology devices for power.
 - F. Use car trunks or other means to keep technology devices out of plain sight; keep car doors locked at all times.
 - G. Be aware of extreme (hot or cold) temperatures in an enclosed vehicle that ca harm the electronics of the technology devices.
 - H. Keep drinks, food, lotions, and other harmful materials away from the technology devices.

Damage/Vandalism/Loss/Theft

13. Damage, vandalism, loss, or theft of a technology device while being used on-site during the course of a regular work day should be reported using the same procedures as with any other district property. If necessary under this circumstance, replacement is the responsibility of the school, except in the case of established employee negligence.
14. Immediately notify the issuing administrative authority to report damage to a technology device.
15. If the damage, vandalism, loss, or theft of a technology device occurs off-site while under the direct responsibility of the employee, or in cases of established employee negligence while used on-site, the issuing administrative authority shall arrange to collect payment from the employee to cover the cost of repair or the fair market replacement value of the technology device; whichever is less. Payment from the employee may be collected through a payroll deduction process.
16. The fair market value of a technology device will be determined as follows:

Years of Vanguard Ownership	Fair Market Value as a percent of purchase price
5 years or more	10%
3 to 5 years	25%
2 to 3 years	50%
1 to 2 years	75%
Less than 1 year	100%

TABLE 1

17. Under unique and extraordinary circumstances, an employee's responsibility to cover the cost of repair or fair market replacement value may be reduced if documentation is submitted to and approved by Issuing Administrative Authority.

By signing this document, I acknowledge that I have read, understand and will follow this Agreement and the Acceptable Use Policy. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action including but not limited to suspension or revocation of privileges, termination of employment, and criminal prosecution. I also understand the school network and email accounts are owned by Vanguard Academy and that Vanguard Academy has the right to access any of the information used through the mediums provided through the school at any time.

Print Name

Signature

Date