

Electronic Device Use Agreement

Electronic devices are valuable, fragile and desirable commodities. The following safeguards should be observed and implemented to protect them:

- Do not leave the device unsecured in your vehicle or classroom.
- Do not transport your device without an appropriate case and/or padded laptop bag.
- Do keep your device close to you and know where it is at all times.
- Do not leave your device unattended in the classroom; place it into a locked cabinet and lock the classroom door.
- Do not eat or drink near the device.
- Do follow the district's acceptable use policy at all times while using the device.

The device listed below is issued to you as a teacher/staff member and should be used only by MUSD teachers and students and only for school-related business. You are responsible for your device; if it is lost, stolen or damaged by misuse, it may not be replaced and you may be held financially responsible. Madera Unified School District has the right to inspect district-issued electronic devices on request.

Please note:

- Teacher-assigned laptops are meant to be used as teacher workstations in the classroom and should be brought to class each day.
- Your electronic device must be returned to your school site or department when you leave the district or transfer to another site/department. Electronic devices may not be taken to a new site or department without written authorization.

I have read and agree to adhere to the district's acceptable use policy.

Initial: _____

I hereby accept responsibility for the loss, theft or damage to the device listed below. I further agree to hold the Madera Unified School District, its governing board and its officers harmless of any and all liability arising from any injury or loss resulting from the condition of this device. I agree to return this device to Madera Unified School District upon separation from the district or transfer to a new school site/department.

Name: _____

Signature _____

Date: _____

Tech: _____

Signature _____

Date: _____

Type of Equipment: ___ Tablet

___ Laptop

___ Other: _____

Brand: ___ Apple

___ Dell

___ Acer

___ Other: _____

Includes: ___ Power Cable

___ Battery

___ Case: ___ Other: _____

Device Serial #: _____

School Site: _____