

DEVICE CONTRACTS

Although issued to an individual employee, all devices are considered property of Grande Yellowhead Public School Division and shall be returned upon termination of employment with the School District, after reassignment of job duties or immediately upon require at any time by an official of the School District. Laptops, handheld devices, cell phones and similar devices will appear on the Personal Property Inventory List on the reverse side of this sheet.

All employee desktop computers, laptops, cell phones and other devise shall be used for the sole and express purpose of conducting official business and maintaining the operations of the School District. Use of all such devices is subject to Administrative Procedure 140-01 - Contract Agreement of Division Computers.

Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of services and shall include the following:

- Keep the computing device in a locked and secured environment when not being used;
- Do not leave the computing device for prolonged periods of time in a vehicle, especially in extreme temperatures;
- Do not leave the computing device unattended at any time in an unsecured location (e.g., an unlocked empty classroom or office); and
- Keep the computing device in sight at all times while in public places, such as public transportation, airports, restaurants, etc.

For all warranty and non-warranty repairs and maintenance of all such devices, the employee must complete a maintenance request through their sites technology contact. All repairs and maintenance will and much be performed in accordance with the School District's current repair and maintenance policies and procedures. For damage that is not covered by the School District's warranty or other insurance policies, the site designation (where the equipment is found on the unit's Personal Property Inventory List) is responsible for determining whether or not it wishes to financially support the repair and/or replacement of such device.

Should an employee's device be lost or stolen, the employee **MUST**: (i) immediately report the incident to his/her immediate supervisor as well as the supervisor of the technology department. The School District is under no legal, financial or other obligation to provide for a replacement computing device to any employee whose device is lost, stolen or damaged.



EMPLOYEE NUMBER: _____

EMPLOYEE NAME: _____

EMPLOYEE TITLE: _____

EMPLOYEE SITE DESIGNATION: _____

DEVICE	SERIAL #	DATE ISSUED	EMPLOYEE INITIALS ACKNOWLEDGE RECEIPT	DATE RETURNED	SUPERVISOR'S INITIALS ACKNOWLEDGE RETURN

By signing below, I acknowledge that I have received the devices listed above and have read and agreed to the conditions on the reverse.

Employee Signature

Date