


EAST STROUDSBURG AREA SCHOOL DISTRICT

ASSET	
SERIAL	
MAKE/ MODEL	
PREV. DEVICE	
OFFICE USE ONLY	

Laptop Use and Security Consent Form # 815-AR-1-FORM

As an East Stroudsburg Area School District ("School District") employee, I understand that the laptop and the peripheral devices, software, systems, information, data, and records (the "Laptop Items") (collectively the "Laptop" or "Laptops") assigned to me remain the property of the School District. I understand that I am permitted to take the Laptop home at the end of the work-day, or during week-ends, holidays, school vacations, and the summer, if I agree to comply with the Acceptable Use Policy, #815, accompanying Administrative Regulation, #815-AR, other relevant School District Policies (for example, but not limited to, the Data Breach Policy), this Consent Form, the relevant law, as well as the directives of the administration.

I. Physical Security and Protection

- The Laptop must be secured in the classroom, office, and at home when not in use.
- The Laptop must be protected from misuse, danger, and theft. For example, the Laptop must not be left in any vehicle, or similar place where it could be stolen, or damaged in any way, including damage from temperature changes.
- Keep the Laptop in your possession and within sight whenever possible, just as if it were your wallet, handbag or mobile phone.
- Never leave the Laptop unattended and/or logged-on. Always shut down, and log off. Lock the Laptop and place it away and out of sight when not in use. This applies at home, in the office or elsewhere.
- The Laptop must always be carried in a padded case provided by the School District to minimize any risk of theft or damage.
- The School District will request that you return the Laptop for upgrades, support, maintenance, and/or for other purposes. You must comply immediately.
- If the Laptop is misused, lost or stolen, you must immediately notify the School District Police and Technology Services office and file a report with the police (if the theft occurred off School District property).
- If the Laptop you are issued becomes inoperable, the Technology Services staff will expedite repairs and may need to provide you a 'loaned' Laptop until the assigned Laptop is repaired.
- You must return the Laptop to the School District if you resign or if you are planning a leave of absence.
- School District Technology Services personnel are not responsible for my home access or for setting up connections outside of the School District.
- If any necessary School District approved add-ons and storage devices (e.g. additional battery pack, mouse, monitor, padded case) are purchased by the School District for the Laptop, such purchases are the property of the School District.
- You are not permitted to allow students or anyone else to use the Laptop, except during classroom instruction or a demonstration while under your direct and close supervision. For example, you may not lend the Laptop to anyone, including family members, for any reason.

INITIALS

(Continued on next page)

II. Unauthorized Access to Laptop Information/Data

- Student, employee, and other data may be confidential and sensitive. You must take appropriate measures to prevent unauthorized disclosure. You must also protect data that is accessible through School District software and programs to avoid any data breach. You must report any suspected data breach immediately to your supervisor.
- Be alert and aware of information stealing methods such as: social engineering, phishing scams, and shoulder surfing to obtain personal and sensitive information about you.
- You must establish strong password(s) syntax and protect your password(s). Ensure passwords contain upper and lower case characters, symbols, and numbers.
- You must not share any passwords related to the Laptop or School District owned software with anyone.
- Refrain from using the save password feature applications because others who have access to your computer will also have access to your account.
- Prevent user names from being remembered on the login screen.
- If you are logged into a session, remember to log out after you are finished.
- Disable accounts that are not used and always change default passwords. Some operating systems come with predefined user accounts. These accounts are active by default.
- Disable service that is not needed.
- You are personally accountable for the appropriate use of the Laptop, including anything stored on the machine by anyone, for any length of time.
- Always virus-scan any files downloaded to the computer from any source (CD/DVD, USB hard disks and memory sticks, network files, small attachments or files from the Internet).

INITIALS

III. Additional Security and Protection Rules and Considerations

- You may need to attend an orientation session (or complete an on-line course) to learn about the use of the Laptop, and the policies, regulations, and procedures that regulate it.
- Technology Services will install anti-virus, anti-spyware, anti-spam, encryption, and firewall software on the Laptop. You may not disable the software. If you need updates or changes of software, contact Technology Services.
- You are not permitted to install or use any software on this computer without permission from the Technology Services Staff. Therefore, if you need any software installed on the Laptop, you must contact Technology Services personnel for installation.
- The School District will not tolerate inappropriate materials such as pornographic, racist, defamatory or harassing files, pictures, videos, or e-mail messages that could be offensive or embarrassing.
- Never store, use, copy or circulate such material on the Laptop and do not use unacceptable websites. (See Acceptable Use Policy #815 for further information.)

INITIALS

I have received, read and understand the Laptop Use and Security Administrative Regulation and this Laptop Use and Security Consent Form and will comply with them. I also agree to comply with the School District's Acceptable Use Policy, #815, and all other relevant School District Policies, the relevant laws, as well as the directives of the Administration. In addition, I have been given the opportunity to obtain information from the School District about anything I do not understand, and I have received the information I requested. If I have further questions I will ask a Technology Services representative. Additionally, I understand that if I violate the Acceptable Use Policy, the Administrative Regulation, this Consent Form, other relevant School District Policies, the relevant laws, and/or the directives of the administration, I am subject to the School District's discipline and that the School District will cooperate with Internet Service Providers, as well as local, state, and federal officials to the extent required by law. See the Consequences for Inappropriate, Unauthorized and Illegal Use section of the Acceptable Use Policy #815, and the Administrative Regulation # 815-AR for further disciplinary information.

Printed Name

Signature

Date