BURBANK UNIFIED SCHOOL DISTRICT
Technology Services / Instructional Technology

Employee Take Home Device Agreement

I have received a laptop/tablet device to use at home for teaching and district-assigned work. By accepting the possession of device and software, I agree to the following.

- I understand that it is to be used for District-related work only and in accordance with School Board Policy 4040 *Employee Use of Technology*.
- I shall not modify, sell, lease or otherwise grant anyone rights to the device.
- I shall adhere to the District's rules and regulations governing the use of the device and software and comply with all applicable copyright and other regulations regarding the software.

I agree to accept the device and software "as is." In no event shall the District be liable to me for my use of the device. I understand that in case of theft, for filing an official police report and informing my school immediately. I understand that the District may request the device and software be returned at any time. Upon request by the District or termination of the Agreement, I must return the device to the District, in the same condition as on the Agreement beginning date, reasonable wear and tear excepted. Some common-sense actions you must take to protect the device, software and confidential data that may be on the device include, but are not limited to the following:

- Do not leave unattended in a car, an unlocked home, or in a public place such as Starbucks.
- Keep information password-protected, log off when you are away from your computer
- Protect from liquids or dampness.
- Protect from extreme temperatures (i.e. do not leave in trunk of car for long periods of time).

I agree to the terms of this agreement:

_____ _____
Print Employee Name School Site

_____ _____
Employee's Signature Date

Email:_____

Home/Cell Phone: _____

Type of Device: Alcatel Link Zone Hotspot SIM #: _____

Asset Tag: _____ IMEI:_____