

Ridgewood Public Schools



Information Technology Department



Employee Equipment Assignment Agreement

I understand that the following equipment is on assignment from the Ridgewood Board of Education (RBOE) for employee home use to conduct district-related business. Although this equipment is being used off premises, it is still only to be used for work purposes. No additions, deletions or changes may be made to the equipment, including but not limited to hardware components, the operating system, the registry, any software and any configurations or settings without prior permission of the district Information Technology Department.

I agree to the assignment of this equipment to me by the RBOE; and I agree that as an employee of the RBOE I will take reasonable care of this equipment while it is assigned to me. I understand that at the culmination of the assignment period, I am expected to return this equipment to the RBOE in proper working order. I also understand, and agree to abide by, the following:

1. All district-owned technology equipment assigned to staff members by the district is subject to the same software policies as all other district-owned technology equipment that is used inside the district, including but not limited to the applicable Acceptable Use Policy.
2. Additional software applications not owned by or registered to the RBOE may not be installed on district technology equipment. This includes, but is not limited to: personally owned applications, shareware, freeware, demonstration and beta applications. The one exception to this rule is that “apps” obtained solely for work-related purposes, and purchased with district “debit accounts” if they are not free “apps”, may be installed to district-owned iPads or other tablets.
3. Peripheral devices not owned by the district may be attached to this equipment to support work related operations. I will provide information about peripherals I want to use to the Information Technology Department before using them to verify that the devices are compatible with the computer and operating system.
4. Any hardware or software problems must be immediately reported to the appropriate IT Department staff. Repair work will be scheduled at that time.
5. Inventory reviews and scheduled upgrades or maintenance are performed as an ongoing process. IT Department staff will request equipment be returned for upgrade or service within a reasonable time frame. Generally service work is done over school breaks and vacation periods. I will return this equipment to the RBOE for inventory

review and/or scheduled upgrades and maintenance in a timely manner to facilitate that work.

6. This equipment is provided to me in good working condition. I agree to exercise reasonable care during my possession and use of this equipment, and to exercise my best efforts to return it to the district in good working order. No employee will be expected to take responsibility for replacing a piece of equipment lost or damaged due to an unintentional action or accident.

I have read, understand and agree to the terms stated above and acknowledge receipt of equipment below.

Staff Member Signature

Printed Name

Date

School

**Equipment
Description:**

Manufacturer:

Model:

Serial Number:

Accessories: