

Instruction

Exhibit – Mobile Device Use and Expectation Form

Liability

- Protect the device from loss, theft, and damage. Replacement and repair costs for damages to the device not covered by the warranty and for lost equipment are very expensive.
- The Employee will be responsible for the replacement cost of lost devices and accessories. If the device is stolen, a police report is required to waive responsibility for the stolen device.

Device Use and Expectations

- Completion of an initial training session on the device is a requirement of its use.
- The device is to be used for educational purposes only. Due to licensing requirements, all applications installed must be approved by the District. Installation of non-district applications or software is prohibited.
- The District has the capability to remotely monitor the device for content and may do so for random checks as well as to investigate potential problems.
- The device is not to be physically connected to any non-District computer. The device is configured for a District Apple account and should not be erased and synced with any personal Apple account.
- The device is to be used by District staff only. Do not allow family members or others to use the device as you will be responsible for all content on the device.
- The Internet Usage Policy signed annually applies to any Internet usage with this District device.
- The device and accessories are school equipment and are required to be turned in during summer months to the Technology Department for review and update.
- Report problems or a lost device or accessory to the Technology Department immediately. If a device is not functioning properly, submit a Technology Work Order. If a device is lost, fill out a Lost Device form located on the District website, making sure to completely fill out the form and e-mail it to the Technology Director.

General Handling and Care

- Protect the device from heat, cold, and precipitation.
 - Never leave the device in a car.
 - Never leave the device outside.
- Do not use the device in or near water, or by other elements that could damage the device such as sand or excessive dust.
- Keep food and drinks away from the device.
- Do not attempt any repairs on the device yourself as this voids the warranty.
- The device comes with a protective film. Do not remove this protective film because removal exposes the screen to scratches and damage.
- Transportation of the device:
 - The device comes with a case, please leave the case on the device at all times.
 - Unplug all external cables and cords before transporting the device.
- Do not force or insert objects into openings (ports) of the device that aren't associated with it.
- The device and accessories are school equipment and should be treated as such. Do not remove any ID labels or mark the device or accessories in any way.
- Avoid using the device close to strong magnetic fields such as magnets, fans, motors, refrigerators, TVs, and audio speakers which can cause harm to the device.
- Do not place anything heavy on the device, like a textbook. It is fragile.
- Use only the power adapter that came with the device.

Statement of Agreement

I have read and understand the above agreement on the handling, care, and use of a District device. I agree to abide by all the rules and directives, and I understand that if I fail to adhere to all the above regulations, I may no longer be eligible to participate in this educational initiative.

Employee Signature: _____ Date: _____

Developed: June 25, 2012

