



# PASSAIC COUNTY TECHNICAL INSTITUTE

## Technology Department

45 Reinhardt Road Wayne, NJ 07470

Telephone: (973) 790-6000 Fax: (973) 790-1061

### MOBILE DEVICE AGREEMENT

This Agreement is between Passaic County Technical Institute and (Teacher's Name)

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The following are the conditions under which you accept the provision of a laptop or iPad ("mobile device") for your use from Passaic County Technical Institute.

This Agreement will start upon receipt of the mobile device from Passaic County Technical Institute.

The district reserves the right to transfer the mobile device to another eligible teacher if you do not, or are unable to, for any reason, fulfil the requirements of this Agreement.

Under this Agreement Passaic County Technical Institute will:

1. Provide a mobile device for your sole use while you are a teacher for the district. The mobile device is for work use. You are encouraged to use it outside work hours, however, it is for your sole use only, and not for use by students, family members or any other person.
2. Set up the mobile device to enable you to connect to and make effective use of the school network.
3. Provide secure storage for your mobile device when the Technology Department has the device in for service; user is responsible for securing device otherwise.
4. Plan and manage the integration of mobile devices into the school environment, and provide the professional development required to enable you to use the mobile device effectively in your professional practice.
5. Install only software programs owned or authorized by district administration staff.
6. Require you to immediately report accidental damage or loss by theft to the Technology Department. Loss by theft must be reported with an official **Police Report** in hand.
7. Perform automated backups of your mobile device to protect you from data loss

Under this Agreement you will:

1. Use the mobile device for the purposes it was provided and abide by the district's Acceptable Use Policy.
2. Provide suitable care and security of the mobile device at all times and immediately report any damage or loss by theft of the mobile device to the district. (Loss by theft must be reported with an official **Police Report** in hand.)
3. Utilize the PCTI Service Desk system to report non-emergency service requests.
4. Be responsible for setting up your own home networking solution, provided that it does not require changing the District network configurations.
5. Utilize the PCTI Service Desk system or phone the Technology Department and make arrangements to drop off your mobile device when service is needed.

6. Make necessary arrangements, for the return of the mobile device to the district when you resign or leave the district or when you will be away from the school for an extended period.
7. Be held responsible for any involvement by yourself or any other user of your mobile device in activities associated with accessing inappropriate or illegal materials in accordance with school policies.
8. Follow the guidelines established in the PCTI Acceptable Use Agreement.
9. Follow the guidelines listed below for proper care of the mobile device.
10. Use the computer for school or professional development purposes.
11. User may install their own software and district approved software as long as it meets applicable licensing agreements.
12. Not write on or place any labels or stickers on the mobile device.
13. Not disable or uninstall the virus protection and mobile device management (MDM) programs that are provided with the machine.
14. Ensure any documents you create will be moved from the mobile device to a cloud service on a regular basis for backup purposes.
15. Bring the mobile device to school and log in to the network in order to ensure that antivirus software and other updates pushed out through the network are current.
16. Report any problems/issues you encounter while using the mobile device to the Technology Department immediately.
17. Understand that the technology staff will reimage the mobile device at any point where it becomes unusable or unstable.
18. Understand that reimaging may be a course of action for any repairs or modifications on the computer and this will result in the loss of all data from the mobile device.
19. Report any damage, loss, or loss by theft of the mobile device to the Technology Department. (Loss by theft must be reported with an official **Police Report** in hand.)
20. Not be held responsible for computer problems resulting from regular school-related use; however, you understand that you are personally responsible for any damage, theft, or loss of the mobile device and/or related equipment and accessories due to negligence.

### **Guidelines for Proper Care of the Mobile Device**

1. The mobile device is not to be loaned to anyone.
2. Other individuals, including children, should not be allowed to use the device.
3. Proper care is to be given to the device at all times, including but not limited to the following:
  - a. Give care appropriate for any electrical device.
  - b. Use a surge protector or unplug the device during electrical storms.
  - c. Keep food and drink away from the device.
  - d. Do not leave the device exposed to direct sunlight or extreme cold.
  - e. Position the device on a safe surface so it does not drop or fall.
  - f. Do not attempt to repair a damaged or malfunctioning device.
  - g. Do not attempt to upgrade device hardware.
4. Proper security is to be provided for the device at all times, including, but not limited to, the following:
  - a. Secure your device in a safe place at the end of the day.
  - b. Do not leave the device in an unlocked car.
  - c. Do not leave the A/C adapter behind when moving the device.

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I understand that a violation of the terms and conditions set out in the Employee Mobile Device Agreement will result in the restriction and/or termination of my use of the district's mobile devices, equipment, and/or accessories and may result in further discipline up to and including termination of employment and/or legal action.

I understand and accept the conditions, as outlined in the Mobile Device Agreement, for provision of a mobile device by Passaic County Technical Institute have been provided with a copy of the of the following policies:

1. 3282- Use of Social Networking Sites
2. 3283- Electronic Communications Between Teaching Staff Members and Students
3. 7522- School District Provided Technology Devices to Staff Members
4. 3321- Acceptable Use of Computer Network Computers and Resources

Teacher's Signature: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Asset Tag Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Teacher's Cell Phone Number: \_\_\_\_\_

Signature of Chief Technology Officer or Designee: \_\_\_\_\_