



THE SCHOOL DISTRICT OF
PHILADELPHIA

Employee Laptop Agreement

This laptop computer and computer accessories (collectively “laptop”) which The School District of Philadelphia (“SDP”) is providing to you is the property of SDP. SDP is issuing this laptop to you (“you” or “employee”) for the sole purpose of conducting SDP school business. Each laptop carries a unique serial number and is intended only for use by the particular SDP employee to whom it is assigned; and it is not to be used to store documents or files that are unrelated to SDP business. The laptop must be at your school or primary work location during regularly scheduled work days for which you are present, in order to complete work-related duties. The laptop must also be made available for inventory review, auditing, maintenance, or simply upon request, by administrative monitors. Employees are responsible for securing the device whether they bring it home or leave it at school.

This laptop may be taken home or to other locations outside of school hours and over the summer by the employee. You are responsible, at all times, for the care and appropriate use of the laptop computer. The SDP Office of Information Technology (“OIT”) will have access to devices and digital content, and each laptop will be equipped with security software. If your laptop is lost or stolen from your school, your administrator or department head must submit an SDP serious incident report. Additionally, you will need to arrange for repayment and replacement of your SDP-issued laptop.

This laptop is configured to be used on the SDP school network. You will need to restart the laptop from time to time to receive regular software maintenance and upgrades. You will generally be notified when such maintenance becomes necessary. SDP and school policies and procedures regarding appropriate use, data protection/security, hardware and software misuse, health and safety must be adhered to by all users of SDP-issued laptops. The employee shall be individually responsible for backup of all documents and data that are stored on the laptop, and the SDP makes no warranties or representations regarding the performance or functionality of the laptop.

The employee receiving this laptop is fully responsible for this equipment and its use, and agrees to abide by, specifically, [Board of Education Policy 717.1](#), “Computers and Portable Computing Devices” and [Board of Education Policy 815](#), “Acceptable Use of Internet, Technology, and Network Resources”. This computer may be subject to refresh or trade-in in the future, and accordingly, you are prohibited from making modifications, attaching stickers, applying permanent markings or doing anything else to deface or potentially devalue the device. **All board policies are accessible online at <https://www.philasd.org/schoolboard/policies>.**

Because each laptop is now assigned to a specific employee, if the employee is re-assigned to a new location within SDP, the employee shall take the device with them to the new SDP location. **Prior to separation from SDP, the employee must return the issued laptop directly to the Office of Information Technology.** Failure to do so may result in a charge being assessed against an employee’s wages and/or termination pay based upon the age and depreciated value of the laptop.

Read, Agreed to, and Accepted by:

Employee Name:

Employee ID Number:

Device Assigned:

Device Serial Number:

Employee Signature:

Date: