

Employee Name: _____ Campus: _____

Hudson ISD Digital Device Loan Agreement

Contract between HISD and Employee for Use of Digital Devices



Purpose:

This document outlines an agreement regarding the use of digital devices and other technology equipment that are the property of HISD.

Employees being “loaned” a digital device or other technology equipment must sign and return this form before items may be taken off school campus.

Employees agree to abide by the following digital device and technology guidelines:

1. Proper care and security of digital devices is the responsibility of the person to whom it is “loaned” during the duration of the loan.
2. Digital devices may be “loaned” to an employee during the period of employment with HISD. At the end of employment with HISD, the equipment must be returned to the Campus or District designee before the employee’s last paycheck will be issued.
3. In the event of long term absence, or leaves of absence, digital devices may be required to be returned to the campus or district designee.
4. Digital devices are intended as a resource for educational purposes to be used in connection with the employee’s responsibilities to the District.
5. The District is not obligated to purchase additional software or peripherals beyond the identified standard for the District.
6. Throughout the “loan” of digital devices, the employee may be required to return the device for servicing and/or upgrading.
7. All maintenance on the devices will be performed or approved through HDOT.
8. In case of equipment failure, employee should submit a **report via e-mail to HDOT**. HDOT will work with the employee to facilitate repair of the device.
9. If technology equipment failure is the result of abuse or neglect, the employee to whom the equipment was “loaned” may be assessed the cost for the repair or replacement of the digital device or other technology equipment. Costs for repair or replacement due to normal daily use will be covered by the district.
10. Replacement digital devices may not be available during the time of equipment repair.
11. Theft or loss of digital devices must be reported to the appropriate campus administrator. An incident report must be completed. When appropriate a police report must be filed within 24 hours.
- 12. School purchased devices are not to be synced with ANY personal computer, phone, etc.**

Signature verifies receipt of digital device(s) and an understanding of Equipment Guidelines. Please sign the white copy of this form and return to Business Office. The green copy is for you to keep.

Employee Signature

Date

District Signature

Date