

**ADVISORY REGARDING LAPTOP COMPUTERS**  
**Calaveras Unified School District**

As a Calaveras Unified School District (“District”) employee, I am being provided a laptop, listed below to use only for school or district-related activities. Its use is conditioned upon compliance with all District internet and telecommunications policies, including the Laptop Guidelines & Procedures and the Acceptable Use Policy. A copy of the policy can be found at <http://www.calaveras.k12.ca.us>

I understand that the District owns the equipment, installed software and other accessories. I also understand that I am liable for the value of this equipment while in my possession off campus or away from my primary work site. In the event the equipment is lost, damaged, destroyed, stolen or otherwise rendered unusable while in my possession and which is not covered by the manufacturer’s warranty or insurance program, I am responsible for:

- Notifying my direct supervisor within 24 hours
- Reporting any theft or vandalism to the police department and obtaining a police report
- Submitting a claim with my homeowners/renters or auto insurance carrier

The District may require the return of the equipment at any time and for any reason. If my employment with the District terminates, the equipment and accessories will be returned to my supervisor or the District’s Business Office. Failure to return will be subject to all legal remedies available.

**Simply put:**

- **Software:** CUSD laptops are provided with district standard software (e.g., operating system, Microsoft Office Professional, site licensed software) and access to CUSD networks only for work-related projects.
- **Privacy:** System users should have no expectation of privacy in the contents of files and records maintained on district equipment.
- **Negligence:** Staff members may be held personally responsible for abuse or negligence. Staff members are to report any instance of theft or vandalism to the immediate supervisor within twenty-four (24) hours.
- **Network Security:** The district uses network management technology to protect equipment and systems from viruses and related security violations. Users may not use types of knowledge to bypass the district filter and/or firewall.
- **Technical Assistance:** The District cannot provide technical assistance and maintenance for applications or hardware not identified in the standard CUSD image for laptops.
- **Data Security:** The district provides secured, encrypted access to student records across the Internet. Some of the data stored in our student, fiscal, and employee information systems are sensitive. Personal data that could be used in identity theft such as social security numbers or addresses, whether for students or adults, *may never be stored on laptop computers.*

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I have read and agree to abide by the adopted Acceptable Use Policy and this summary. I understand that violation of District policy may result in disciplinary action or loss of network access privileges.

School/Site \_\_\_\_\_

Issue Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Print Name of Employee: \_\_\_\_\_

I do \_\_\_\_ do not \_\_\_\_ (mark one) have homeowner's/renter's insurance that covers theft or vandalism to this computer.

Asset Tag \_\_\_\_\_

The laptop computer provided for this employee's use is a \_\_\_\_\_  
[Please indicate brand/model number]

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