

Regulation

Staff-Assigned Mobile Device Responsible Use Agreement

The Hackensack Public School District is pleased to offer teachers in select grades a device for use in their classroom instruction. Teachers who are issued a device will be required to agree to the terms of use as outlined in this document.

The terms of use are listed below:

1. The device is the property of the Hackensack Public School District and issued to employees for the purpose of conducting classroom instruction. It is intended only for the use of the school district employee to whom it is assigned.
2. The device must be at school during regularly scheduled workdays.
3. The employee may take the device home or to other locations after school hours.
4. Hackensack School District has purchased a device case for staff. Devices must be transported within the Hackensack School District approved case at all times.
5. The employee is responsible, at all times, for the care, appropriate use and damages incurred to the device. Damaged devices are required to be inspected by technology staff who will assess the damage/s and process insurance claims.
6. Loss or theft of the property must be reported to the Police Department in the municipality where the loss/theft occurred and to the Technology Department by the next working day. If claim is denied due to a violation of the insurance policy, the Hackensack School District Technology Department will relay the cost of a replacement to the staff member.
7. The District employs tracking, monitoring and management software that will report all activity on the device including but not limited to login, search, browsing and location history. This software may also be used to push and/or update applications installed on the device.
8. The device is configured for use on the school network. The Technology Department will not be able to assist you at your home in order to connect the mobile device to other Internet providers.
9. The device is issued to you in your current teaching position. If you change positions or schools, please return the device to the Building Administrator or Department of Technology.
10. While most updates are pushed automatically, the device may need to be returned to the technology department from time to time for other maintenance and upgrades. You will be notified if/when this becomes necessary.

11. All users of mobile devices must adhere to Hackensack School District School Board Policies regarding appropriate use, data protection, computer misuse, health and safety.

12. If the employee leaves the district, the employee's responsibility is to return all district equipment to an administrator in their building prior to the employee's last day of employment.

I have read and am in agreement of the following policy.

Employee First Name: (Print) _____

Employee Last Name: (Print) _____

School: _____

Device Brand/Model: _____

Device Serial Number: _____

List Any Additional Equipment/Accessories Assigned:

| |
|--|
| |
| |
| |

I have received the equipment listed above and agree to the terms listed on this form as well as the terms of the District's "Internet Safety and Technology Policy" (#6142.10)

Printed Name: _____

Signature: _____ Date: _____

Issued By: _____

Adopted:

Revised:

Readopted: