



## **BBOED Staff: School Issued Device Use and Security Procedures Agreement**

*As a Bayonne School District employee, I understand that the school issued device assigned to me remains the property of the Bayonne Board of Education (BBOED). **The School Issued Device Use and Security Procedures** outlined below will guide my use of this productivity tool.*

### **I: Security and Protection**

- I agree to read and follow the district's Acceptable Use Policy and all other district policies related to technology and information security.
- I understand my school issued device needs to be with me at work every day and connected to the district network.
- I understand I am permitted to take my school issued device home at the end of the workday, but it must return with me to work the following day.
- I will lock my school issued device in a safe place in my classroom or office when not in use.
- I understand leaving the school issued device in a car can promote theft and damage from temperature extremes, and I will protect my assigned school issued device from these dangers.
- I understand I am expected to protect my school issued device from misuse, damage and theft.
- I understand all student data is confidential and I will protect data that is accessible through district software and programs to avoid any data breach. I will report any suspected data breach immediately to my supervisor.
- I will not share any passwords related to my school issued device or district owned software with anyone.
- I understand if my school issued device is lost or stolen, I will immediately notify my supervisor and file a report with the police.
- I understand if I damage or lose my school issued device or accessories, I may be provided a different device for instruction.
- I understand if I want to continue to use my school issued device, if I damage or lose the charger, it is my responsibility to purchase a new charger.
- I understand if the school issued device I am given becomes inoperable, I may need to use a "loaner" school issued device until the assigned school issued device is repaired and returned to me.

### **II: Connectivity at Home**

- I understand this school issued device can be configured for use at home as well as at work.
- I understand the BBOED technical staff is not responsible for my home access or for setting up connections outside of the district.

### **III: User Interface at Home or School**

- I understand specialized academic software required by my students or me must be cleared by the Technology Department prior to purchase and installation.
- I understand I will not permit students to use my school issued device, with the exception of classroom instruction or demo.
- I understand that this school issued device will be in my possession at all times, and I am not to lend my school issued device to anyone, including members of my family, for any reason.
- I understand that if I am transferred to another in-district school, the district issued school issued device will transfer with me and the BBOED Technology Department will be responsible for reassigning it to my new Payroll school.
- I understand I must return my school issued device and all BBOED supplied peripherals (case, adapters, mouse, printer, etc.) to the school office if I resign or if I am planning an absence of more than two weeks (excluding summer vacation).
- I understand the BBOED Acceptable Use Policy and all related policies govern the operation of my school issued device on and off the BBOED network.
- I understand any repair will be requested via the District's online request form and completed through the BBOED Technology Department.

*The Bayonne School District Acceptable Use Policy applies to all use of district owned school issued devices within or outside of school facilities. I acknowledge these procedures have been shared with me, and I understand the procedures.*

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Staff Member Name

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Signature

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Date