

BELEN CONSOLIDATED SCHOOLS
MOBILE AGREEMENT
BEGINNING OF YEAR PICK UP / END OF YEAR RETURN
2018-2019 SCHOOL YEAR

In order to facilitate the delivery of high quality education to the students in the district, Belen Consolidated Schools wishes to ensure that all classrooms have ready access to adequate mobile computing resources.

This agreement is between Belen Consolidated Schools and _____
(Name of Teacher/Administrator/Staff Member)

This agreement will start on receipt of the device from the District. The district reserves the right to transfer the mobile computing resources to another eligible teacher's classroom if the teacher does not, or is unable to, for any reason, fulfill the requirements of this Agreement. Below are the conditions under which the teacher will accept the provision of mobile computing resources for his/her classroom use from the District.

Under this Agreement the school may:

1. Provide the teacher classroom with a laptop computer, projector, and/or document camera that is equipped with the necessary software to prepare educational materials; ample instruction on how to use mobile computing resources, and on-going technical support both for hardware and software to keep the computer resources working well.
2. **It is the teacher's responsibility to backup his or her data or media.**

Conditions of Use

1. It is expected that teachers who are issued mobile computing resources
 - a. Agree to participate in the Professional Development program which is designed to:
 - i. Familiarize teachers with mobile equipment and how to use for learning in the classroom.
 - ii. Outline sensible procedures to safeguard the school's property.
 - b. Agree to the District's Acceptable Use Policy (AUP), in particular that inappropriate content is not placed on the laptop.
2. Teachers who decide to participate in the mobile computing resources program must make a commitment to achieving BCS Technology/Curriculum learning goals and take part in the professional development activities provided by the school district.
3. The resources are for classroom use. Teachers are encouraged to use the laptop computer outside work hours however; it is for the sole use in the teacher's classroom, and not for use by family members or any other person.
4. The computer/technology resources remain the property of the BCS District at all times.
5. Teachers are permitted and encouraged at their discretion to take laptop computers home in order to work from home. However, the laptop is always to be available at school for classroom work. Additionally, it is at the teacher's discretion and understanding that the school will not provide additional monetary or other compensation for work incurred after normal school contracted hours.
6. The resources are to remain at the assigned BCS district school site at the end of each academic year or earlier if employment is terminated.
7. **BCS Staff is held responsible for any loss or damage to the mobile resources and may be asked to pay a monetary charge if deemed necessary by the District. Before taking mobile resources home, teachers will provide the school with a homeowner's policy that reflects insurance coverage for the laptop. The school will keep this document on file at the respective teacher's work site.**
8. Teachers must take adequate care and security precautions when using the resources, for example, teachers will not leave their laptop computer in an unlocked room, unsecured, overnight at school nor in any car while the car is unoccupied.
9. Teachers will immediately report any damage or loss of the resources to their immediate supervisor.
10. Teachers will report problems incurred when using the mobile computer resources to the Technology Department.
11. To facilitate learning and teaching, teachers will be given administrative rights on the devices. However, teachers are not permitted to install any unlicensed software.

**MOBILE AGREEMENT
ACCEPTANCE OF CONDITIONS
2018-2019 SCHOOLYEAR**

I, _____ hereby accept the conditions as outlined in the Belen Consolidated Schools Mobile Equipment Agreement.

School/Site: _____ Teacher/Staff: _____ Phone #: _____

Is copy of Home Owner's Insurance Policy Provided? _____ NO _____ YES (Please remember that you are liable for any damage to any of the mobile equipment that is taken off school campus or out of district)

The teacher/administrator/staff member has been provided with the following technology resources (Other items to include student computers, printer, document camera, mimios, smartboards, etc):

| | |
|------------------------------------|--------------------------------|
| Laptop - Make and Model: | Other – Make and Model: |
| Serial# | Serial# |
| BCS Tag# | BCS Tag# |
| Projector - Make and Model: | Other – Make and Model: |
| Serial# | Serial# |
| BCS Tag# | BCS Tag# |
| Other - Make and Model: | Other – Make and Model: |
| Serial# | Serial# |
| BCS Tag# | BCS Tag# |
| Other - Make and Model: | Other – Make and Model: |
| Serial# | Serial# |
| BCS Tag# | BCS Tag# |
| Other - Make and Model: | Other – Make and Model: |
| Serial# | Serial# |
| BCS Tag# | BCS Tag# |

Beginning of Year Pickup _____
(TEACHER/ADMINISTRATOR/STAFF MEMBER Signature) Date

Beginning of Year Pickup _____
(TECH LIAISON/TECH Signature) Date

End of Year Return _____
(TEACHER/ADMINISTRATOR/STAFF MEMBER Signature) Date

End of Year Return _____
(TECH LIAISON/TECH Signature) Date