

STAFF COMPUTER USE

The Clinton Community School District has computers for its faculty members to use inside and outside of school in order to enhance, enrich, and facilitate teaching and administrative duties as well as school communications. All computers and related equipment are school district property. The use of the District's computers and related equipment shall be subject to all of the terms and conditions set out in the District's policy on appropriate use of computers, computer network systems, and the internet.

Prior to using the District's computers and related equipment, faculty members will sign a Computer Acceptance Form and agree to all outlined policies before being issued a computer. Faculty members shall not attempt to install software or hardware or change the system configuration, including any network settings, on any District computer without prior consultation with the District's administration. Faculty members shall not attempt to change or modify in any way any related equipment that they are issued with the District's computers.

Faculty members shall protect District computers and related equipment from damage and theft. Each faculty member shall be responsible for any damage to the computer and related equipment they have been issued from the time it is issued to them until the time it is turned back in to the District, including damage to the computer, related equipment or the computer's hardware and/or software, including labor costs. Faculty members who choose to store school data, such as grades, tests or exams, on District computers are required to back up this data on the District's network as a safety precaution against data loss.

COMPUTER ACCEPTANCE FORM

I understand that the computer and related equipment I am being issued is the property of the Clinton Community School District. I agree to all of the terms and conditions in the Clinton Community School District Computer Policy and the Clinton Community School District policy on appropriate use of computers, computer network systems, and the internet. I will return the computer and any related equipment I am issued in the same condition in which I receive it.

I understand that I am responsible for any damage or loss of any component of the computer and/or related equipment I am issued. In case of damage or loss, I agree that I will replace any damaged or lost component and/or equipment with components and/or equipment of equal value and functionality as approved by the District's administration.

Name _____ Date _____
(Print Full Name)

Signature _____