



TECHNOLOGY USE AGREEMENT (EMPLOYEE POLICY MANUAL)

EMPLOYEE TECHNOLOGY USE AGREEMENT

KIPP TRUTH Academy provides its instructional and office staff with laptop or desktop computers because of their importance as an educational and communications resource. As such, KIPP TRUTH laptops are to be used primarily to further the school's educational goals and to aid the instructional staff in their performance of their job duties and related activities. Documents and information pertaining to the implementation of KIPP TRUTH curricular goals stored on KIPP TRUTH equipment are considered to be the intellectual property of KIPP TRUTH Academy. Acceptable uses of KIPP TRUTH computers are those which support teaching and learning at the school. The use of laptops for work related to instruction and for school communication is encouraged. Unacceptable uses of KIPP TRUTH laptops include but are not limited to the items listed in sections 6.13 to 6.17 of the Employee Policy Manual.

An employee released from his or her contract for any reason, (including resignation, discharge, medical termination, etc.) or whose contract is not renewed at the end of the school year, must return his or her computer on the last day of work. If the computer is damaged or missing components in any way, the school reserves the right to charge the employee for the appropriate amount to fix or replace the computer or its missing parts. If a computer is lost or stolen because of an employee's negligence and the school's insurance will not cover the replacement cost of the computer, it is the responsibility of the employee to cover the expense of replacing the computer. The school reserves the right to withhold pay from an employee who has not covered such expenses. If the employee has an outstanding expense related to the use of a computer at the end of his or her contractual term, the school will hold the employee's final paycheck until the employee pays the outstanding balance

Each computer will remain the property of KIPP TRUTH Academy and is entrusted to instructional and office staff for the duration of employment. Laptops must be returned to the school when a staff member ceases to be a KIPP TRUTH employee. All systems passwords must be available to KIPP TRUTH's Principal, if needed. KIPP TRUTH's employees can use different passwords that are unknown to the school but will need to disclose their passwords to the school's Principal when asked. All electronic transmissions should be for work-related matters and should not be considered private by individual employees.

Laptops come with a three-year service contract. If problems arise with a KIPP TRUTH laptop, the teacher/staff member must alert KIPP TRUTH's Office Manager to arrange for repair.

I, _____, acknowledge that I have been entrusted with a laptop (serial _____), which is intended exclusively for educational and work-related purposes associated with my employment at KIPP TRUTH Academy. I also acknowledge that I have read and accept the terms of the KIPP TRUTH Academy Technology Use Agreement. I further understand that any damages, beyond normal wear and tear, are my responsibility.

Signature: _____ Date: _____

Name (printed): _____