



DEVICE LOAN AGREEMENT

Name:

1.0 Introduction

Knowledge Gate International School (KGIS) is renowned for its innovative staff and its rapid adoption of technology-based pedagogy. As part of the School Improvement Plan for KGIS, it has been agreed to provide devices for designated members of the teaching staff. The issuing of school-owned devices to all staff is intended to stimulate innovation and efficiency for all staff.

2.0 Definitions

2.1 The School - refers to the Knowledge Gate International School (KGIS)

2.2 The User - refers to the member of KGIS staff who has signed this agreement and will be the recipient of a loaned School-owned device.

2.3 The Device - refers to the School owned device that is being issued to the 'user'.

2.4 The Campus - refers to the site of the Knowledge Gate International School.

3.0 Purpose

3.1 Devices provide important functionality for specific purposes, allowing Knowledge Gate International School to operate a 'one device from any location policy'. Along with the privilege of using a school-owned device comes additional responsibility to safeguard the device from potential theft or damage. If a device is stolen or lost there are additional security implications for any data that might have been stored on that device. This policy addresses actions that must be taken in order to minimize the risk of the theft of devices and the associated costs.

3.2 All school-owned devices are governed by this policy including systems made available as primary workstations, borrowed via the IT department, assigned within a departmental office, or for special events. The purpose of this policy is to govern the use and liability of school-owned devices and equipment. This policy should be read and thoroughly understood prior to using a device.



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4.0 Scope

4.1 This policy is applicable to all current users who are using devices loaned to them by a school department. School-owned devices are for school use only and may not be used for personal projects or entertainment. School-owned devices are intended only for the use of the school employee to whom it is assigned.

4.2 School-owned devices may be used for the following work-related purposes, including but not limited to:

- 4.2.1 Using the device as the primary workstation computer on campus.
- 4.2.2 Using the device on a school trip, such as to a conference, workshop, etc.
- 4.2.3 Using the device to make a presentation on or off-campus.
- 4.2.4 Using the device for any other work-related task.

5.0 Liability

5.1 All users are personally responsible for the security and safety of their assigned device and will be fully liable if stolen, lost, destroyed, or not returned.

5.2 All users will be required to reimburse the school for the full replacement cost of the device if it is stolen, lost, destroyed, or not returned. The replacement cost will be calculated as the higher Net Book Value or Fair Market value of the asset.

5.3 Devices stolen or damaged will be the liability of the user. Appropriate care and attention must be taken at all times to ensure the school-owned device is safe and secure. Appropriate household and travel insurance are recommended.

5.4 All users are personally responsible for full repair or replacement cost if the device is damaged or made inoperable by misuse or neglect.

5.5 Failure to follow this policy and these procedures may result in loss of device privileges and/or other disciplinary actions, as per the Staff Disciplinary Policy

5.6 The School reserves the right to deduct the costs of a replacement new device from salary or final indemnity payments, if appropriate. Failure to return the device or pay for loss or damages may result in legal action.

5.7 The user is aware of the level of risk s/he undertakes by virtue of this policy.



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5.8 The user agrees to pay any telephone or telecommunication charges incurred in connecting the device to private or public networks, except in the case of connection to the Local Area Network of any school in connection with professional duties.

5.9 The user understands that the supply and use of consumables (paper, ink, etc.) used at home are the user's responsibility.

6.0 User Responsibilities

6.1 PHYSICAL PROTECTION AND REASONABLE CARE

6.1.1 Each user of a School-owned device is responsible for the security of that device, regardless of whether the device is used in the office, at one's place of residence, or in any other location such as a hotel, conference room, car or airport. Users are expected to provide reasonable care and effort to protect the laptop.

6.1.2 The device may not be transported as checked luggage on public transportation (airplanes, trains, and buses).

6.1.3 The user will keep the equipment in their possession at all times while traveling.

6.1.4 Carrying cases and laptops should be labeled accordingly so that in the event of a loss the equipment might be returned. All devices must have a School-provided Asset tag installed on the unit.

6.1.5 Special care should be taken to the security of the device. Equipment must not be left unattended in public areas.

6.1.6 Users will not store devices in a locked car, as severe temperatures may damage them and the car may be broken into if the device can be seen.

6.1.7 In the event of the device requiring repair, the user will return the device to the KGIS IT Department for collection and repair by the supplier and will arrange for such collection and repair. The user undertakes not to attempt any such repair him/herself. In this event, the user agrees that software repair may be limited to restoration of the computer's original software image and therefore that responsibility for regular backup of data and validation of backups rests with the user.



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6.1.8 The device may be taken home or to other locations after school hours by the employee. However, the user is responsible, at all times, for the care and appropriate use of the device.

6.1.9 The device must be at the school campus during regularly scheduled work days in order to receive administrative communications, upgrades to anti-virus and other software, to take daily attendance and other requirements of the student records management system, etc.

6.1.10 The KGIS IT Department will have 24/7 access to devices and digital content.

6.1.11 The device is configured to be used on the KGIS school network. The KGIS IT Department will not be able to assist you at your home in order to connect the device to other internet providers.

6.1.12 The device is not to be loaned to anyone else.

6.1.13 Other individuals, including children, should not be allowed to play on the device.

6.1.14 The user will provide proper care for the device at all times, including but not limited to the following:

- a) Give care appropriate for any electrical device
- b) Use a surge protector or unplug the device during electrical storms.
- c) Keep food and drink away from the device.
- d) Do not leave the device exposed to direct sunlight or extreme cold (if traveling!).
- e) Position the device on a safe surface so it does not drop or fall.
- f) Do not attempt to repair a damaged or malfunctioning device.

6.2 DATA SECURITY

6.2.1 The user must not download, store or record data that includes any personally identifiable information which if lost or stolen could be used for Identity theft. The user is responsible for the security of all KGIS data stored on or carried with the device.

6.2.2 The KGIS IT Department is responsible to make sure that virus protection updates, operating system updates, and virus scans are performed regularly.



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6.2.3 The user must not alter any system software or hardware configuration unless instructed to do so by someone from the KGIS IT Department.

6.2.4 The user undertakes not to install any software on the laptop computer without the sanction of the KGIS IT Department. The user further undertakes not to install any Virtual Private Network (VPN) services (other than that provided with the device) without the permission of the KGIS IT Department, which shall not be granted without consultation.

6.2.5 The user will produce the laptop if requested by KGIS for anti-virus checking and updating if required to do so.

6.2.6 The user will safeguard the device and data by ensuring the device is “locked” or the user is logged off when not in use.

6.2.7 The user will not give the device to anyone else for use. Doing so will be considered misuse of the equipment.

6.2.8 All materials produced on the device by users remain the Intellectual property of the School.

6.3 INVENTORY TRACKING

6.3.1 Upon resignation, the device, and all peripherals need to be returned to the KGIS IT Helpdesk in the KGIS IT office on the last day of work.

6.3.2 Employees who have taken administrative leave must have prior approval from the IT Department, HR, and their immediate supervisor before taking a device while on leave.

6.3.3 Extended periods of leave will not normally be granted to retain the School issue device. This device will be needed for the user’s replacement or cover.

6.3.4 Users who will be on sabbatical must have approval from the IT Department or Heads of School before taking the device with them on sabbatical.

6.3.5 The device will need to be returned to the IT department from time to time to receive regular maintenance and upgrades. Users will be notified when this becomes necessary.



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6.4 LOSS REPORTING

6.4.1 Report a theft immediately to the appropriate local law enforcement authority (Campus Security on campus 2407 3500) as soon as the theft has been noticed. Provide IT with a copy of the police report.

7.0 Device Usage Policy Acknowledgement

Full Name	
Device Received (Make/Model)	
Comment on conditions at issue (new / scratches etc.)	
Serial #	
Device Charger	
Carry bag	
KGIS Asset Tag #	

My signature below indicates my full agreement with this policy.

Signed		Date	
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Acceptable use statement:

- ✓ I have read, understand, and accept the above terms and conditions as well as the KGIS Acceptable Use Policy.
- ✓ I accept full responsibility for the device and accessories and agree to reimburse KGIS for the full cost of repairing or replacing devices and accessories if they are lost, stolen, or damaged. If the exact model is no longer available, the replacement cost will be the actual price of a similar device or accessory in terms of quality, durability, and performance.
- ✓ I will follow the guidelines listed below for proper care of the device.
- ✓ I will use the device for school or professional development purposes.
- ✓ I will not install any software on the computer unless approved by the KGIS IT Department (Requests for software modification or installation should be made 7 days in advance of when they are needed).
- ✓ I will not write on or place any labels or stickers on the device
- ✓ I will not disable or uninstall the virus protection program that is provided with the device.
- ✓ I will report any problems/issues I encounter while using the device to the KGIS IT department immediately through the help desk.
- ✓ I will ensure any documents I create will be moved from the device to the network on a monthly basis for backup purposes.
- ✓ I understand that the KGIS IT Department staff may reimage the device at any point when it becomes unusable or unstable.
- ✓ I understand that reimaging may be a course of action for any repairs or modifications on the device and this will result in the loss of all data from the device.
- ✓ Any modifications I make in the device's settings will only be for usability or cosmetic reasons.



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Note: Device use is limited to current KGIS staff for work-related purposes only, and to students who have been authorized for use.

IT Department Use Only	
Date Laptop Issued	
Date Laptop Returned	
IT Staff Name	Joerry Marababon
IT Staff Signature	