



**North Attleborough Public Schools  
Technology Department  
564 Landry Avenue  
North Attleborough, MA 02760  
508.643.2178 (o)**

# North Attleborough Public Schools Laptop Agreement Form

*Please carefully read the agreement conditions below. A laptop computer will not be issued to you unless you have signed this form.*

I understand that the laptop computer is the property of the North Attleborough Public Schools (NAPS) and issued to employees for the purpose of conducting school business. It is intended only for the use of the school employee to whom it is assigned.

I understand that the laptop computer is in addition to my desktop computer. The device must be at school during regularly scheduled work days in order to receive administrative communications and upgrades.

I understand that the laptop computer may be taken home or to other locations after school hours by the employee. However, the employee is responsible, at all times, for the care and appropriate use of the laptop computer.

I understand that I must have a signed copy of the NAPS Acceptable Use Policy on file to use this laptop computer.

I understand that I should not expose the laptop to high or low temperatures (i.e., do not leave it in a vehicle).

I understand that the NAPS Technology Department should be notified immediately at 508.643.2178 if the laptop is lost or stolen.

I understand that the laptop computer is configured to be used on the school network. The NAPS Technology Department will not be able to assist you at your home in order to connect the laptop to other internet providers.

I understand that if I leave the school system, I must turn in my teacher laptop to the NAPS Technology Department.

I understand that the laptop computer may need to be returned to the NAPS Technology Department from time to time to receive regular maintenance.

I understand that I may not affix any decals or stickers to the laptop. In addition, do not write on the laptop surface.

I understand that I should not spray the screen with any type of cleaner. A dry cloth may be used to wipe away dust.

Employee Signature: \_\_\_\_\_