

## **APPROPRIATE USE OF MOBILE DEVICE BY EMPLOYEES**

As an employee of the Agawam Public Schools, I recognize and understand that the school district's mobile devices are to be used for school work only. I also understand that it is my responsibility to take proper care of any mobile device in my possession and agree to abide by the following:

### **Guidelines:**

1. I will comply with school committee policies related to the acceptable use of technology while using a mobile device during school hours and after school hours.
2. Consequences of inappropriate use will be determined by the building principal.
3. Mobile devices will not be used for social media or games that are not part of the Agawam Public Schools curriculum.
4. A police report shall be filed if this device is stolen. The building principal and IT Department shall also be notified of the theft.
5. I will be responsible for any loss or damage to the mobile device at the replacement cost.
6. I will keep the mobile device with me or in a secured, locked location.
7. I will be the sole user of the assigned device and will not share it with anyone else without permission from the building principal or IT Director.
8. I will charge the device daily and bring it to school fully charged.
9. I will restrict taking my device into areas that are designated as high-traffic areas to minimize the chance of damage such as cafeterias, playgrounds, and gymnasiums.
10. I will not place food or drink near the mobile device.
11. I will use the protective cover or case provided with the device to ensure its safety.
12. I will not attempt to repair or take apart the device if it breaks. Rather, I will report the breakage to the building principal or IT Department at [support@agawampublicschools.org](mailto:support@agawampublicschools.org).
13. If a camera is provided with the device, I will use it for educational purposes only.
14. The district will load apps or software required for instruction on the device. The district will not be responsible for any other apps or software loaded by staff. Once the device is returned to the district, any apps or software loaded by staff will not be reimbursed.
15. Staff purchases of apps or software shall be approved by the principal or IT Director.
16. If the device requires backup or syncing, I will only sync the device with the computer designated by the IT Department.
17. I will keep the internet content filter in place and will not attempt to override its filtering of appropriate content.
18. I will not place decorations of any type on this device such as stickers or markers.
19. I understand that this device is the property of the Agawam Public Schools and is subject to inspection at any time without notice.
20. I agree to return the device in good working condition with all associated cords and peripherals. Devices are required to be returned to the IT Department at the designated inventory time at the end of the school year or upon request.
21. The principal or IT Director must approve that a device can be taken home for use. There will be limited support for devices at home.