



# Mobile Computing Device Check-Out Form

## A. Mobile Computing Device Checkout and Acceptable Use

1. The user must fill out and sign this form and have it approved by the ICT staff before an iPad, Tablet, Chromebook, or Laptop/Mobile Computing Device (hereafter referred to as "Mobile Device") is issued.
2. The user is subject to the Employee Computer and Internet User Agreement (form G-101) and Employee Use of Equipment (policy BP 4040). Modification of the Mobile Device's operating system without express written permission of the Assistant Superintendent of Education Services will constitute it as being "destroyed"; including 'jail breaking,' 'hacking,' or 'rooting'.
3. Users must keep the Mobile Device in its provided case, if applicable, at all times unless it is being used in conjunction with external devices.
4. Users must keep the Mobile Device's screen protector sheet on at all times, if applicable.
5. All information system components, designs, processes, programs, techniques, and product materials produced by an employee using CRY-ROP resources/devices during the term of his/her employment, shall be the property of CRY-ROP. The employee shall return all material created or maintained to CRY-ROP.
6. The instructor annual offer of employment outlines teacher compensation as follows: *each instructional unit compensates the instructor for the entire assignment, including classroom instruction and related professional activities (including but not limited to lesson preparation, assessment of student work, meetings with parents/students and ROP/campus staff, Back to School Night/Open House, silent reading time, supervision of student activities, serving on professional committees, and other related activities). Additional duties not contemplated within these related professional activities must be approved by the Program Manager in advance of the activity and recorded on a monthly time sheet.* Use of the device is not considered additional duty.

## B. Liability

1. CRY-ROP is not liable for any material sent by and/or stored on CRY-ROP Mobile Devices.
2. Users are responsible for all material sent by and/or stored on the Mobile Device issued. Users accept responsibility for keeping the Mobile Device free from all inappropriate or dangerous content or software. Users also accept responsibility for transferring any work-related material off of the Mobile Device prior to returning it.

## C. Loss and Damage

1. Anyone checking out a Mobile Device is responsible for the security and care of the Mobile Device and its auxiliary equipment.
2. Loss or damage to a CRY-ROP Mobile Device must be reported immediately to the ICT department.

## D. Applications / Software

1. CRY-ROP is the sole owner of all applications and software that it is purchased for the Mobile Device.
2. Application or software purchases are not to be transferred between personal accounts and CRY-ROP accounts. Any application purchased by the user, even if used for work purposes, will not be considered for reimbursement unless pre-approved by a Program Manager or the Assistant Superintendent of Education Services.
3. CRY-ROP welcomes suggestions on new applications. A request must be submitted via email to [cryrop@cry-rop.org](mailto:cryrop@cry-rop.org) with the name of the application, a brief description of what it does, how it would be useful, and the cost of the application. If the application is approved, CRY-ROP will purchase the application and update/sync the Mobile Device. This policy applies to applications that have no cost as well.

## E. Mobile Computing Device Check-in

1. Mobile Devices and their auxiliary equipment may only be checked out by CRY-ROP employees during valid offer of employment.
2. An estimated return date needs to be specified.
3. Users are required to bring in the Mobile Device at the discretion of the ICT staff to be updated/synced with the latest updates and/or CRY-ROP purchased applications and software.
4. Data contained on a Mobile Device may be permanently deleted when synced or checked in.

By signing below I hereby acknowledge that I have read, understand, and agree to the above written policies.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Quantity	Item Description	Estimated Return Date	CRY-ROP #

Office Use Only			
Check-out Date	Return Date	Received By	

Authorizing Personnel: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_