



# Waltham Public Schools

## ELECTRONIC DEVICE ACCEPTANCE FORM

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
School/Department

Tablet  Laptop  Other

\_\_\_\_\_  
Type of Device

\_\_\_\_\_  
Manufacturer, Model Number, Serial Number

\_\_\_\_\_  
Waltham Public Schools Asset Red Tag #

\_\_\_\_\_  
Replacement Value

An employee who has been issued a mobile device is responsible for the device at all times in school and outside of school. There should be no expectation that stolen or damaged devices will be replaced with similar equipment. Only software with appropriate licenses owned by Waltham Public Schools can be installed on the device.

**By signing this form user accepts the following conditions:**

- 1. I am in receipt of a mobile device which has been assigned to me by the Waltham Public Schools to help me complete my assigned tasks.**
- 2. I understand that the device is the property of the Waltham Public Schools and I will use it in accordance with the Waltham Public Schools' Digital Technology Acceptable Use Agreement (see <http://www.walthampublicschools.org/aua.cfm>)**
- 3. I will return the device in the same condition in which it was provided to me.**
- 4. I will not modify the device, change the configuration of the equipment in any way, or disassemble any part of the device or attempt any repairs. The software on the device is the licensed property of the Waltham Public School.**
- 5. I will not allow any other individuals to use the device.**
- 6. I understand that I am personally responsible for any damage to this mobile device if directly attributable to my personal negligence.**
- 7. iPads will be installed with the 'Find My iPad' option. This feature will be activated only upon a report from the person responsible for the device that such device has been lost or misplaced.**
- 8. I understand that a violation of the terms and conditions set out in the Waltham Public Schools' Digital Technology Acceptable Use Agreement will result in the restriction and/or termination of my use of Waltham Public Schools' technology.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date