



Special Education Department
Shrewsbury Public Schools, 15 Parker Road, MA 01545
Melissa Maguire, Director of SPED, (508) 841-8660

Agreement for Home/Summer Use

The Shrewsbury School System, in an effort to provide access for technology to all, is moving towards providing all full time teachers with laptops/iPads. Until such a time ITAMS will make every effort in helping to facilitate the use of portable technology available for those requests that meet the criteria below. This may include the redeployment of units that had been assigned elsewhere during the school year. The productive use of these units during the school year is an expectation of employment. The use of technology during the summer is a benefit of employment. Therefore, as a condition of signing out these computers for summer use, staff agrees to abide by the following:

1. The computer/iPad is used for furthering the staff's educational progress in conjunction with his/her professional development or coursework for Shrewsbury Public Schools. As staff participates in more off-site conferences and workshops during vacation periods, the director may check with Central Office to verify that the request is an approved professional development activity. No equipment can be loaned out if it interferes in any fashion with student and staff use.
2. Care will be taken to place the computer/iPad system in an area not subjected to food or beverage spill or excessive heat or cold. These are not covered under our extended warranty policy with the vendors!
3. If a defect or malfunction should occur in the computer/iPad equipment or software, the school will be notified promptly. You cannot load any software.
4. Staff members will return equipment on the agreed upon date as outlined in your Tech Support email.
5. Anyone borrowing a computer/iPad is financially responsible for its repair or replacement in event of theft. In the event that damages occur, staff is required to reimburse the district for full amount of the repair or replacement due to negligence. You may want to consult with your Homeowners and Renter's Insurance policy to inquire about any reimbursement you might be entitled too. However, your financial responsibility, as indicated above is not contingent upon or mitigated by insurance coverage.

Name: _____
Building: _____
Address: _____
Phone #: _____
Home Email Address: _____
Items Borrowed _____
Serial #: _____