



Duplin County Schools

Employee Mobile Device Use Agreement

Name: _____

School or Department: _____

Position: _____

Address: _____

Phone Number: _____

Assigned Equipment:

Item	Manufacturer	Serial Number	Fixed Asset No.

Please read the following statement and procedures; sign agreeing to the conditions of use.

I understand that the device is property of Duplin County Schools and that the device is assigned to me. Therefore, I am solely responsible for the care of the device, and I will make every effort to keep the device in good working condition.

In the event that a district-issued device is lost or stolen, the employees should immediately notify the school administrator.

In the event that a police report is filed for a lost or stolen device, Duplin County Schools may aid the police in recovering the device. All devices are tagged with an asset label and barcode label. At no time should the barcode or fixed asset label be modified or removed.

Employees who leave Duplin County Schools must return the device, along with any issued accessories; at the time they leave the district. The devices and all accessories should be returned to the school's media coordinator.

I have read, understand, and will abide by the Duplin County Schools' guidelines regarding district technology resource use (Policy Code: 3225/4312/7320 Technology Responsible Use).

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Effective September 25, 2013