

# San Marino Unified School District

ADMINISTRATIVE OFFICES  
TELEPHONE: (626) 299-7000

1665 WEST DRIVE  
SAN MARINO, CALIFORNIA 91108

## MOBILE DEVICE AGREEMENT (STAFF)

This agreement is a supplement to the San Marino Unified School District (“SMUSD”) Technology Acceptable Use Policy (“AUP”). The SMUSD AUP and Mobile Device Agreement apply to the use of all mobile devices (including laptops, tablets, iPads, iPods, smartphones) that are provided for on and off-site use. Staff members are expected to follow all of these policies when using District or School-provided mobile devices.

The SMUSD has decided to allow staff the use of mobile devices on-site and off-site in order to enhance, enrich, and facilitate teaching and administrative duties; as well as, school communication. The expectations of the District and School are:

- District or school mobile devices are to be used as a productivity tool for school-related business, curriculum development, research and communications;
- Staff members shall exercise appropriate professional judgment and common sense when using the district or school’s mobile devices;
- All mobile devices and related equipment and accessories are District property and are provided to the staff members for a period of time as deemed appropriate by the school’s administration.

As a condition of their use of SMUSD mobile devices, staff members must comply with and agree to all of the following:

- Staff members have read and agree to all outlined policies;
- The mobile device is for the use of the staff member only;
- Staff members are expected to protect the devices from damage and theft;
- Staff member will return the equipment to SMUSD or school administration in the same condition in which it was provided to them;
- Some devices may support cellular service (3G,4G,LTE) and it is responsibility of the staff member to personally pay for all usage charges should the service be activated or used;
- Purchasing apps or additional software will follow existing purchasing policies with necessary school-based approval protocols;
- If the District or School device is lost, damaged, or stolen, the staff member is expected to file a claim under his/her insurance coverage, where coverage is available. Except in cases of negligent or intentional loss or damage, the District or School will cover out-of-pocket expenses.
- Staff members will provide full access to any mobile device, computer, equipment, and/or accessories they have been assigned upon the District’s request.
- Staff members are expected to bring their mobile device to school each day.

OFFICE USE:

STAFF MEMBER: \_\_\_\_\_

DEVICE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

SMUSD TAG: \_\_\_\_\_

NOTES: \_\_\_\_\_

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## General Mobile Device Use Rules

- If you have important data on the mobile device, you are advised to perform your own backups;
- Make sure that your hands are clean before using mobile devices. Hand lotion is a major contributing factor to dirt and dust so please make sure your hands are free from lotion before using the mobile device.
- Do not place food or drink in close proximity to your mobile device.
- Extreme temperatures or sudden changes in temperature can damage mobile devices. You should NOT leave the device unattended in a vehicle.
- Charge your mobile devices while plugged into a surge protector.

## How to Avoid Mobile Device Theft

Due to size and portability, mobile devices are especially vulnerable to theft. Staff members should follow the rules below:

- Do not leave your mobile device in your vehicle, even if the vehicle is in your driveway or garage. If you must leave it in a vehicle, the best place is to place it in a locked trunk.
- Carry your device in a carrying case or bag when traveling.
- Do not leave a meeting or conference room without your mobile device. Take it with you.
- Never check the mobile device as luggage at the airport.
- Lock the device in your office or classroom during off-hours or in a locked cabinet or desk when possible.
- If a theft occurs, immediately notify School administration AND the Technology Services department.

## Mobile Device Acceptance Form

*I agree to all of the terms in the SMUSD Mobile Device as described in this document and the SMUSD Acceptable Use Policy.*

*If any provision of this agreement is violated, use of your mobile device may be suspended and/or revoked. Additionally, depending on the severity of the violation, you may be subjected to disciplinary action including and leading up to termination.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE:

STAFF MEMBER: \_\_\_\_\_

DEVICE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ SMUSD TAG: \_\_\_\_\_

NOTES: \_\_\_\_\_