***PAWNEE COMMUNITY UNIT SCHOOL DISTRICT #11***



810 North Fourth Street, Pawnee, Illinois 62558

**Gary M. Alexander**

Superintendent

Phone: 217-625-2471

**Timothy R. Kratochvil W. Christopher Hennemann Steven L. Kirby**

Jr. High/High School Principal Grade School Principal Athletic Director

Phone: 217-625-2471 Phone: 217-625-2231 Phone: 217-625-2471

**Use of Portable Devices Agreement**

Use of laptop computers and other portables devices will be governed by existing policies in place for use of school computers, with the following additions:

1. Any software other than what comes pre-installed requires authorization by the Tech Department.
2. Installation of games, file sharing software, or any proxy software is strictly prohibited.
3. Anti-Virus software will be pre-installed on your system, and it relies on connection to the local network to update definitions. Make sure that your computer connects to our network regularly to insure that the updates take place.
4. It is strongly recommended that you do not allow students use of your laptop for any reason.
5. The utmost in care needs to be taken with physical security of your laptop. It is all too easy for this type of equipment to come up missing, so everyone needs to take the proper precautions.
6. At the conclusion of the school year, all devices will be turned in to the office and kept in the safe over the summer. See number 5 above…
7. If you have the need to take the laptop home over the summer, this will first require authorization by Mr. Kratochvil. A request form to document this will be available at the conclusion of the school year.
8. Every effort should be made to prevent accidental damage to your laptop as this is not covered by the manufacturer’s warranty.

Teacher’s Name: (printed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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