



# Agreement for Staff Use of CBE Computers Off Board Premises

## Information Technology Services

### A. CONDITIONS - PLEASE READ FIRST

1. You are granted the right to use CBE computers off Board-owned premises by your principal or manager.
2. You are granted the right to regularly retain the computer in your possession by your principal or manager.
3. The computer is assigned to your school or department and must be returned to your principal or manager if you leave the employ of the Calgary Board of Education or transfer to another school or department.
4. You are required to manually update the anti-virus solution daily when connecting to the Internet outside the CBE network. (If you are unsure how to do this, you must check with the Help Desk for procedures.)
5. Administrative Regulation 1062, Acceptable Use of Electronic Information Resources, describes the use of the computer whether on or off Board premises.
6. Administrative Regulation 1061, Security of Information Resources, describes staff responsibilities for the management and safekeeping of information stored on CBE computers by ensuring adequate security preventing unauthorized access, collection, use, disclosure or disposal of said information.
7. Administrative Regulation 4027, Code of Conduct for Employees, reads in part:
  - E.5. Employees are held responsible for exercising all reasonable care to prevent abuse to, excessive wear of, or loss of Board-owned equipment or material entrusted to their care.
  - G. Breach of any provisions of this regulation shall render employees liable to such disciplinary action, including dismissal, as is deemed to be appropriate.
8. Negligence in the care of the computer or its inappropriate use will result in the cancellation of the privilege accorded by this Agreement and reimbursement by you for damage or loss of the computer.
9. Principals or managers must be notified by you immediately if the computer is lost, stolen or damaged.

### B. STAFF AGREEMENT

I understand that I am responsible for the computer specified in this Agreement at all times.

<http://www.cbe.ab.ca/policies/adminregs.asp>

I have read and understand AR 1061, AR 1062 and AR 4027

Staff Name \_\_\_\_\_

School Name \_\_\_\_\_

**I UNDERSTAND AND AGREE TO THE ABOVE CONDITIONS AND ACKNOWLEDGE RECEIVING THE FOLLOWING COMPUTER IN GOOD WORKING CONDITION.**

Make \_\_\_\_\_ Model \_\_\_\_\_ Replacement Value \_\_\_\_\_

Serial Number \_\_\_\_\_

Work Station Number \_\_\_\_\_

\_\_\_\_\_  
(Staff Signature)

\_\_\_\_\_  
Year

\_\_\_\_\_  
Month

\_\_\_\_\_  
Day

### C. ACCEPTED BY PRINCIPAL/MANAGER

Principal/Manager \_\_\_\_\_

Date \_\_\_\_\_