



AGREEMENT FOR AUTHORIZED WECDSB STAFF FOR NOTEBOOK COMPUTERS

APPENDIX A

This acceptance form is valid for the borrowing of the computer hardware identified below:

| | |
|------------------------|--|
| Notebook Asset Number | |
| Notebook Serial Number | |
| Notebook Model | |

The Windsor-Essex Catholic District School Board has purchased a notebook computer for your professional use. We want you to be productive but at the same time we must protect the school networks from viruses and expensive downtime.

In the event the Notebook is used for work-at-home, I understand the following. Please initial each statement.

| | |
|--|---|
| | I understand that I must return the hardware upon request of the Windsor-Essex Catholic District School Board. |
| | I understand that technical support is provided by the Windsor-Essex Catholic District School Board in association with my work-at-home use but not on site. The hardware must be brought to the Board Office for service. |
| | I understand that I must run the Norton's or MacAfee Anti-Virus live update program daily to have the most up-to-date virus protection. Failure to protect against viruses can result in the loss of my Notebook and disciplinary action may be taken. |
| | I understand that I must run Windows Critical Update and Service Packs on a regular basis to have the most up-to-date operating system. |
| | I understand that if I do not know how to run the updates that I will contact the WECDSB Help Desk for assistance. |
| | I understand that only the school technicians are allowed to configure the Laptops that connect to the network. No one else may alter or add to this configuration. |
| | I understand that only licensed Curriculum-related software can be installed on this Notebook and that only the school technician is allowed to install such software. |
| | <i>No P2P type clients must be installed on the computer.</i> P2P type clients such as, but not limited to Kazaa, Morpheus, Bear Share, etc. are used to download music and other types of files from the Internet. These programs are commonly used as a transport for serious viruses and other malicious code. |
| | I understand that this laptop is intended for the exclusive use of the WECDSB staff member to whom it was assigned. |
| | I understand that the laptop may be recalled periodically for preventative maintenance. |

Signature:

| | |
|-------------|------|
| Print Name: | Date |
|-------------|------|