

2015-16 Technology Stipend Agreement

The \$1,200 stipend is available for Smartphones, devices, and notebooks to perform work related tasks that creates greater access for communication and information for school business. The technology is being used at the discretion of the administrator and the type of device and plan is individually determined. It will be the responsibility of the administrator to work with the provider to configure technology for access to the district email and data system.

I, _____, upon receiving an annual stipend for the express purpose of work
(printed name)

related Technology service, agree to all the terms listed below:

- It is agreed that, in the course of all business-related communications, I will comply with any and all laws and regulations regarding technology use including the Auburn School District's Acceptable Use Policy.
- It is agreed that, I will not store Auburn School District information on any technology device and will not cache (store) passwords and will endeavor, to the best of ability, to protect the Auburn School District network.
- The annual stipend is for the purpose of maintaining appropriate technology service for work-related business and contacts.
- It is understood that I must be accessible and responsive for emergent communication needs.
- The stipend is to reduce the cost and maintenance of the Smartphone, accessories and batteries, devices, and notebooks.
- In the event of loss, damage, or theft of the Smartphone and/or technology accessories, the replacement is the responsibility of the employee.
- I fully agree to share the Smartphone number for limited distribution for business- related communications to superintendents and directors.
- I understand it is recommended that, while conducting work- related Smartphone communications, it not be done while driving a motor vehicle without hands-free equipment.
- It is understood that Auburn School District is hereby held harmless in the event of a vehicle or any other accident while operating the smart phone for business-related communications.
- The stipend will be reported annually on the employee's W-2 as taxable income.

Employee Signature

Date

Supervisor Signature

Date

Type of Smartphone _____ Wireless Provider _____

**Smartphone is a device capable of accessing phone, internet, email, calendar, and web- based resources.*

Upon completion of this form by the Employee and Supervisor, it is to be returned to Human Resources for appropriate payment processing.