



Laptop/Technology Device Checkout Agreement

YOU MUST HAVE YOUR PRINCIPAL'S APPROVAL TO TAKE SCHOOL OWNED EQUIPMENT HOME WITH YOU.

School: _____

Printed Name of Individual checking out device: _____

Serial Number(s): _____ Mfg/Description(s): _____

This agreement applies to any technology device owned by the school or the school system. This includes digital cameras, camcorders, laptops and any other technology equipment. All conditions of the Board policy for Acceptable Use apply regardless of where or by whom this device is used.

You may not take any technology device "off campus" that is not permanently assigned to you without first asking permission, and completing a checkout form for that technology.

You take sole responsibility for the device and its use during the checkout period, including when you transport it in a personal vehicle or use it during off hours at your home or any other non-work location except when travelling for work related business. The following conditions must be followed when using the device off campus:

1. If you have Internet access at home and the laptop/device can access this service without any configuration changes, then you may use the laptop/device to connect to the Internet, provided that you use the device as if you were at school.

Regardless of whether you are at home, a hotel, a restaurant, or anywhere with Internet access, you should not browse to sites that would be blocked at school.

Do not allow family members or others to use the device for Internet browsing.

2. Do not install any personally owned software onto the device. Do not store any files on the device which could constitute a copyright or licensing violation, or could be deemed illegal or of an inappropriate nature. Any installed software/files should be related to the function and support of your GCS job responsibilities.
3. If the device is lost, stolen, or damaged, you are responsible. If the device is stolen, file a police report immediately. The System's insurance provider will not cover the loss; it will expect your homeowner's policy to cover it. The school may require you to pay for repairs or replacement prior to any settlement you may receive from your homeowner's or other personal insurance policy. If your insurance company denies your claim, you are still financially responsible for the repair or replacement of the device.
4. You may not transport any data on the device that would compromise the identity of others, or puts any other protected data, passwords, or information at risk. This includes student information that would violate FERPA if that data is accessed by others, or if the device is lost or stolen.

You are expected to keep the antivirus and operating system updated and functioning properly.

I have read and understand the above restrictions and responsibilities.

Signature of Individual Checking Out Device.

Signature of Person Receiving Returned Device

Check Out Date

Return Date