

**ABC SCHOOL DISTRICT  
EQUIPMENT CHECK OUT AGREEMENT**

This equipment is made available for authorized use through the ABC School District. This agreement places full responsibility on the borrower for the safe operation and prompt return of the computer. The borrower's signature will indicate acceptance of the terms of the Agreement.

- Laptop computers will be loaned for school use only.
- The computer will only be operated by the undersigned borrower.
- No unlicensed software will be permitted on district-owned computers.
- No personal software will be permitted on district-owned computers without prior written approval.
- I understand that this laptop computer has Deep Freeze software loaded and it can be used at your discretion.
- I understand that I must adhere to the District's Electronic Information Services Agreement (attached).
- All Internet sites visited on this computer will be for professional purposes relating to my responsibilities in the ABC School District. Unauthorized use may result in disciplinary action.
- I understand I must immediately report any mechanical problems with the computer to the ABC Adult School Network Analyst. No attempt should be made to repair the computer by the borrower.
- By signing below, I assume full responsibility for the prompt return of the computer in good condition.
- If the computer is lost or stolen while in my possession, I must immediately file a police report and notify an ABC Adult School Administrator. I must provide the ABC Adult School with the police case number for the stolen property.
- If the computer is damaged while in my care, I understand that I shall immediately notify an ABC Adult School Administrator of the damage and how it occurred.
- I understand that if I fail to return the District's laptop computer assigned, I am liable for the cost of a replacement computer, as well as all accessories, the case and programs. All assigned laptop computers must be checked in and inventoried at the end of the year. Employees should make a backup copy of all personal data on the machine in the event the disk is re-imaged with updated operating systems and programs.
- I understand that food and drink are not allowed near the laptop computers.
- This check out form will be valid for the computer and equipment itemized below from \_\_\_\_\_ through \_\_\_\_\_. I understand that I will be able to take the computer home to work on school business.

ABC Barcode number: \_\_\_\_\_ Laptop serial number: \_\_\_\_\_

Power cord: yes  no       Carrying case: yes  no       Network cable: yes  no

***I agree to the terms and conditions outlined above.***

Borrower's Name: \_\_\_\_\_

Site: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**RETURNED:**

Laptop computer and equipment returned on: _____		Computer is in working order: yes <input type="checkbox"/> no <input type="checkbox"/>
Power cord: yes <input type="checkbox"/> no <input type="checkbox"/>	Carrying case: yes <input type="checkbox"/> no <input type="checkbox"/>	Network cable: yes <input type="checkbox"/> no <input type="checkbox"/>
Received by: _____	Site: _____	
Signature: _____	Date: _____	

**BORROWER TO COMPLETE:**

Automobile insurance company:

\_\_\_\_\_

Policy no. \_\_\_\_\_ Expiration date \_\_\_\_\_

Homeowner's or renter's insurance company

\_\_\_\_\_

Policy no. \_\_\_\_\_ Expiration date \_\_\_\_\_

The borrower of this equipment certifies that the equipment will be used for school business purposes, and the borrower of the equipment agrees to return the equipment in the same condition as when received from the District. The borrower further agrees to reimburse the District for any and all expenses resulting from loss of or damage to the borrowed equipment. Borrower will not loan equipment to any other person and agrees to return equipment no later than the "Due Date" above.

***I agree to the terms and conditions outlined above.***

Borrower's Name: \_\_\_\_\_ Site: \_\_\_\_\_

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

Address \_\_\_\_\_

Approved: \_\_\_\_\_

Principal

Date

>>> Joshie Cox 4/14/2011 9:42 AM >>>  
4/13/11

Just a reminder to use this form if you are allowing staff to borrow equipment such as iPad, Laptop or other District owned equipment. Remind staff that if the equipment is damaged, lost or stolen during their use, they would be liable for the cost of repair or replacement.

This form is also in your Risk Management Manual.

Thank you.  
Joshie