

Technology Equipment Checkout Agreement

Cle Elum-Roslyn School District

Computers and related peripherals (printers, cameras, etc.) may be checked out by staff members and students for **school use**. The following guidelines apply:

1. Permission to check out any specific piece of equipment is at the discretion of the principal and/or technology director.
2. **Use of the equipment must be for academic activities only!** Use of school district equipment for business, entertainment, for-profit or non-profit activities is not allowed.
3. Each piece of equipment which has a district asset number must be signed out separately.
4. All equipment must be returned to the school from which it was checked out on or before the date specified.
5. Equipment may not be checked out for use by anyone other than a staff member/student.
6. Equipment (with the exception of portable or laptop computers) must remain at a single residence of a staff member/student during the time it is checked out.
7. No software may be installed on or removed from any computer without specific permission from the school principal or the technology director.
8. No software may be copied from the computer and placed on any other computer/device.
9. If software settings are altered in any way, they must be returned to their original state before the equipment is returned.
10. Return the equipment in clean condition. Food, drink, and dirty hands should be kept away from the computer.
11. The staff member/student **is not liable** for equipment problems that are determined by the Tech Team to be due to normal use. Any problem should be immediately reported to Helpdesk helpdesk@cleelum.wednet.edu (649-3560 ext. 325) and the equipment should be brought in for repair.
12. The staff member/student **is liable** for all costs of repair or replacement if the equipment is damaged or lost through accidental harm, misuse, theft, fire, etc. Determination of normal use will be made by the Tech Team.
13. All users must have a signed Acceptable Use Policy on file. All policies/rules set forth in the Acceptable Use Policy must be adhered to at all times and are a part of this agreement.
14. Staff members and students and/or their parent/legal guardian must sign the following agreement before any equipment is checked out.

(see reverse side)

Item Description	Inventory Tag #	Date Out	Principal/ Tech. Dir.	Date Returned	Principal/ Tech. Dir.

School or physical location of this equipment: _____

Address at which this equipment will be used: _____

Phone number at which this equipment will be used: _____

Date staff member/student must return equipment: _____

I have read the above guidelines and agree to the terms as stated.

Staff Member Signature

Date

or

Student Signature

Date

Parent/Guardian Signature

Date