



School District of Springfield Township

Laptop Computer Sign Out Form (AR 708)

My signature below is acceptance of various conditions upon and responsibilities while in possession of a District loaned laptop. Among them is the responsibility to compensate the District for loss or theft of, or damage to the computer equipment in my possession. I also agree NOT TO INSTALL ANY SOFTWARE ON THE LOANED COMPUTER EQUIPMENT THAT IS NOT DISTRICT OWNED AND/OR LICENSED without the approval of the District’s Director of Technology. All repairs and other servicing of district-owned computers must be done by District Technology Staff. For a more complete list of requirements governing the use of District equipment, including borrowed equipment and acceptable use of technology, I understand that I may refer to the various Board policies, including Policy Nos. 708 and 350, 450, 550.

Name:

Date Received:

I agree that any repayment due to loss of or damage to this equipment may be deducted from my District payroll as a lump sum or through an agreed payment plan (**my initials indicate agreement: _____**).

Equipment Type and Serial Number

Make:

Model:

Type:

Serial Number:

Condition:

When you borrow a District owned laptop you should remember, and your signature below indicates your agreement that:

- The laptop must be used for District purposes, and that removal of the laptop from the District for non-District purposes is forbidden.
- The laptop should only be borrowed where it is necessary to accomplish a task that is part of your job responsibilities.
- You are personally liable for any damage or loss – including data corruption – and the laptop must be returned in the same condition as it was loaned to you.
- You should have no expectation of privacy in any data stored on the laptop, including any log files that could show how you used the laptop.
- You give the District an unlimited non-exclusive and non-terminating license to any data found upon the laptop upon its return.

X
Your signature above signifies agreement to all the above terms and conditions of this loan:

Also please be aware that the district is not responsible or liable for any personal device brought onto school grounds. This information is contained in the Teacher Acceptable Use Policy.