



## TECHNOLOGY EQUIPMENT USE AGREEMENT

Staff Member requesting equipment (Borrower): \_\_\_\_\_

School/Department: \_\_\_\_\_

Purpose of use: \_\_\_\_\_

Check-Out Date: \_\_\_\_\_ Estimated Return Date: \_\_\_\_\_

<u>Item(s) Loaned</u> (Give Clear Description)	<u>Serial #</u>	<u>Inventory Tag#</u>	<u>Model/Brand</u>

**Requirements for Use:**

**I agree to take responsibility for technology hardware/software listed above in exchange for the use of the equipment for educational purposes only.**

1. I understand I am responsible for maintaining the equipment/software in working condition while said equipment is in my possession.
2. I agree to return the equipment in the same working condition that I received it to the designated personnel. I understand that if I fail to return the items, I am subject to having my pay withheld until I do so
3. I agree and understand that if the technology equipment, software, and/or other related items are stolen, vandalized, misplaced, destroyed, etc. that I am responsible and will reimburse (pay) the District the amount required to replace or repair the equipment, software or other related items.
4. I will not install any software on this device without permission from the technology director.
5. I will use this device for work purposes only. I understand that if I use the device for illicit or immoral purposes, I am putting my job and future employment with Selma City Schools at risk.

\_\_\_\_\_  
Staff Member's Signature

\_\_\_\_\_  
Date

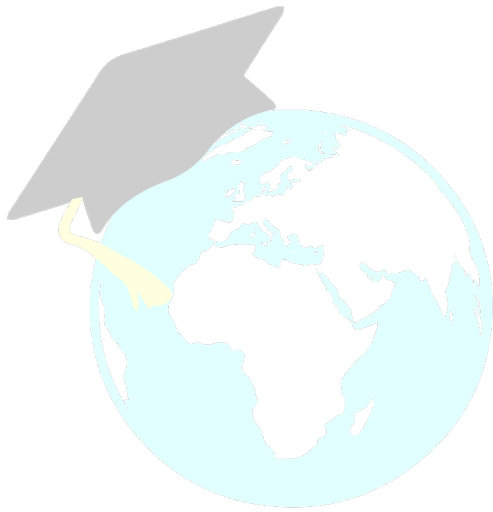
\_\_\_\_\_  
Principal's/Supervisor's Signature

\_\_\_\_\_  
Date

***ORIGINAL DOCUMENT: Principal; COPIES: Borrower and Technology Director***

Return Date: \_\_\_\_\_ Returned To: \_\_\_\_\_

Borrower's Signature: \_\_\_\_\_ Receiver's Signature: \_\_\_\_\_



**SELMA**  
**CITY SCHOOLS**  
RETHINK • REIGNITE • REDESIGN  
**TRANSFORM**