

Manhasset Public Schools

STATEMENT OF AGREEMENT FOR LOAN OF COMPUTER or OTHER EQUIPMENT (STAFF)

Date _____

I, _____, request permission to remove from the Manhasset Public Schools a computer or other equipment on temporary loan to my residence only for the period of time specified below but not more than 365 days (inclusive of weekends) for purposes directly relating to my teaching or administrative assignment.

It is agreed that I shall safeguard this equipment at all times that it is on loan to me and shall secure it while at home in a locked closet, room or drawer, etc. when not in use. Under no circumstances shall I permit anyone else, adult or child, to borrow or use the equipment when I am not operating it. I further agree to inform my Building Principal and the computer specialist for my building immediately if the equipment is lost, damaged or stolen. At that time I shall also make all necessary arrangements with school officials and local civil authorities to trace and secure the equipment and/or to expedite its immediate repair if damaged or inoperative. I agree to pay all costs for repair of or service to damaged or non-functioning equipment under my custody that is not attributable to "fair wear and tear." I also agree to be responsible for any applicable overage service charges. All computer and/or related equipment must be returned in good working condition to its proper school location.

Date _____ Name _____

Signature _____

OFFICE USE ONLY

_____ has been given permission to remove from the school for professional use and on temporary loan computer # _____ which is located in Room/Lab _____ for the following period of time _____ and has agreed to the conditions stated above.

Principal _____

School _____

Director of Technology _____