

# DISTRICT TECHNOLOGY PROPERTY CHECKOUT AGREEMENT

While the primary purpose of the Kankakee Valley School Corporation's technology equipment is for use on site during the instructional/work day, there are times when it is appropriate for staff to check out equipment to be used for educational purposes beyond the work day and outside of the work environment. All staff members will be required to sign this form before technology equipment can be taken to a location other than a District facility.

By completing and signing this form, I acknowledge and agree as follows:

1. All use of the District's technology equipment will be for educational purposes. For employees this includes attending professional workshops, conferences or meetings. At no time will the equipment be used for personal, commercial or business use, or for political or religious reasons.
2. To make no unauthorized changes to the equipment's configurations. For computers, this means no adding, removing, or adjusting any computer software or hardware.
3. To use ordinary care and diligence in protecting, safeguarding, and supervising use of the equipment and returning it to the District in the same condition it was in prior to checkout, excluding normal wear and tear, and to assume liability for any damage, loss, or theft of the equipment while in my care.
4. To return the technology equipment to school or my work place for use as required by the teacher or administrator.
5. To return the technology equipment:
  - a. On or before the due date on this agreement;
  - b. Prior to the due date if requested by the authorizing supervisor/Director of Technology;
  - c. When resigning or otherwise terminating employment, if an employee, with the District; and/or
  - d. In the same condition the item was in at the time of check out.

# School District Property - Check Out Form

## BORROWER'S INFORMATION

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Renter's or Home Insurance Company: \_\_\_\_\_

## EQUIPMENT BEING CHECKED OUT

District Asset Tag Number: \_\_\_\_\_

Description: \_\_\_\_\_

Date Checked Out: \_\_\_\_\_

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

Date Returned to School: \_\_\_\_\_

Initialed after returned: \_\_\_\_\_

## GUIDELINES

Any district employee intending use of school property off school district premises will use the following guidelines:

1. Obtain authorization from the IT department .
2. Carry appropriate homeowners or rental liability insurance.
3. Be responsible for placing the equipment in the area to be used.
4. Be responsible for any charges incurred during the use of such school district equipment (such as purchase of apps ).
5. Be responsible for repairing damaged equipment or replacing lost, stolen or destroyed equipment.

I understand, agree to, and meet the requirements and conditions as listed above.

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

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

IT Staff Signature: \_\_\_\_\_

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