

Technology equipment borrowed from the Berea City School District will be carefully maintained by the borrower during the period of the loan. Equipment assigned for student use cannot be removed from the building. Equipment must be used solely by the staff member signing this form. The loaned equipment can only be used for work related to the school district. Devices such as laptop computers must not be used as a replacement for an individual's home computer or for personal gain.

All specified equipment is the property of the Berea City School District and will be configured with district standard software packages. You may not install software of any kind as specified in Staff Acceptable Use Policy 7540.04. The Technology Department does not provide in-home support. If repair is required, please return the item(s) to the Technology Specialist assigned to your building. If the building is closed for the summer, return the item to Technology Department at the board office.

Berea City School District insurance does not generally cover computers or other technology equipment while in use outside district facilities. Therefore, by checking out technology items, you understand the safekeeping and appropriate use of the equipment is your responsibility. If the equipment is lost or damaged notify the Technology Department immediately. If the user believes the equipment has been stolen a theft report must be filed with the Business Services Department.

During the school year all items must be returned to the facility they were borrowed from the following day. If the equipment is signed out for an extended period, the dates must be recorded below. If the equipment is signed out over the summer it must be returned by the end of the first week of August.

Equipment Description

Manufacturer: _____ Model Name/Number: _____

BCSD Tag #: _____ Serial #: _____

Additional Items Issued: (check as many boxes as appropriate)

- | | | |
|--|-------------------------------------|--|
| <input type="checkbox"/> CD/DVD Disk Drive | <input type="checkbox"/> Power Cord | <input type="checkbox"/> Adapter |
| <input type="checkbox"/> Keyboard | <input type="checkbox"/> Mouse | <input type="checkbox"/> Carrying Case |
| <input type="checkbox"/> Other (specify) _____ | | |

Sign Out Period Date Received: _____ Will be Returned: _____

Borrower's Information

Full Name: _____ Home or Cell Phone: _____

Building: _____ Department: _____

I accept responsibility for the items listed above and agree to return the equipment in the same condition as I received it from the Berea City School District. I acknowledge that I may be held responsible for the damage or loss of this school property.

Employee Signature: _____