

Statement of Responsibility Agreement for District-Issued Equipment

As an employee of Dallas Independent School District ("District"), I hereby agree that I have received technology equipment (property of the District) issued to me by the District. I understand and agree that any personal use (limited to employee only) of the equipment must comply with any and all applicable District policies, state and/or federal laws.

I understand and agree that although I am allowed to utilize such equipment for personal business, I will be required to assume financial responsibility for the electronic textbook or other technological equipment for usage off school property or outside of a school-sponsored event as allowed in Texas Education Code section 31.104(e). In the event such equipment is damaged, stolen, misplaced, or not returned to the District, the amount of my financial responsibility for the equipment will be: "replacement value". I understand and agree that the item must be paid for within 30 days from the date of such loss or the replacement value will be deducted from my next payroll check thereafter. By executing this agreement, I hereby acknowledge that the District has advised me to consider obtaining appropriate insurance for such equipment in the event of a loss.

Furthermore, I understand that the primary intended purpose of providing technological equipment for employees is to allow for mobility within the District, assist staff in carrying out their professional responsibilities, and to provide employees with opportunities for continued professional development and growth to benefit staff and students. The District may add security and other tracking technology to any and all computing devices issued by it and any and all such usage is subject to management review, monitoring and auditing by the District and that said equipment must be surrendered immediately upon request by a District official or upon termination of employment. Other audits may be performed on the usage and internal controls as well. I understand that I must notify my supervisor within 1 working day of any loss, theft, or damage to the equipment issued.

I acknowledge that this agreement is separate from my employment agreement, if any, and that the District has not required that I enter into this agreement as a condition of my employment with the District. The term "equipment" as used in this agreement shall mean the electronic textbook or other technology equipment issued to me for limited personal use.

Equipment Make \_\_\_\_\_ Model \_\_\_\_\_

Asset Tag \_\_\_\_\_ Serial Number \_\_\_\_\_

Name (Print) \_\_\_\_\_ EID# \_\_\_\_\_

School/Dept \_\_\_\_\_ ORG# \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_