



Evergreen Park Elementary School District 124 School Device Loan Agreement

As part of Evergreen Park Elementary School, District 124's Technology Plan, devices may be provided to specified staff members to assist in the delivery of their school responsibilities. This device will be loaned to the employee only while the employee remains employed at District 124. This loan is subject to review on a regular basis and can be withdrawn at any time. All staff members must sign and return this form before using technology issued by the District either on or off District property.

ACKNOWLEDGMENT AND AGREEMENT:

By completing and signing this form, I acknowledge that have read and agree to the following terms and conditions set forth below:

1. The device and accessories remain the property of Evergreen Park Elementary School District 124 and is strictly for my sole use in assisting in the delivery of school responsibilities and not for my personal use. This device will be my primary at-school device.
2. I understand that use of the District's technology equipment is intended to be for educational purposes only and agree to abide by the Acceptable Use terms set forth in Board Policy 6:235 as well as the administrative procedures set forth in 6:235-AP1. All use must be (a) in support of education and/or research and be in furtherance of the goals of the District, or (b) for a legitimate school business purpose which includes district approved applications only
3. I agree to keep the device in good condition; to avoid food and drink near the keyboard/touchpad at all times.
4. I agree to return the equipment to the District in the same condition it was in prior to being issued to me, other than normal wear and tear. I agree to use ordinary care and diligence in protecting, safeguarding, and supervising the equipment and understand that I may be responsible for damage fees up to the total cost of the device. This will be determined by the Superintendent and/or his/her designee.
5. I agree to return the technology equipment: (a) on or before the due date; (b) at an earlier date, if requested by my supervisor; (c) when I resign or my employment is otherwise terminated. I understand that I will be liable for the value of the equipment if not returned.
6. I understand the District will not accept responsibility for the loss of work in the event of the device malfunctioning. I will ensure I backup any locally stored files to Google Drive.

7. I agree not to make any unauthorized changes to the equipment. I agree not to install any internal hardware devices, including storage devices, CD ROM devices, video cards, or sound cards unless authorized by the District and installed by the District's technology staff.
8. Should any problems occur, I agree to notify the District's technology staff as soon as possible so that they may undertake any necessary repairs. Under no circumstances should I, or anyone other than D124 Technology staff, attempt to fix suspected hardware, software, or any other issues.
9. I agree that home Internet access is permitted as long as it does not require the installation of any additional software or changes to the network configurations. I understand the District will not accept responsibility for offering technical support relating to home Internet connectivity.
10. I understand that any violation of these procedures of any related District policy or procedure may result in me not having access to equipment issued by the District or discipline up to and including termination.

I acknowledge that I have read, understand, and agree to all the terms and conditions as outlined in this agreement and in related District policies.

DEVICE INFORMATION

MAKE: _____

MODEL: _____

SERIAL NUMBER: _____

SCHOOL: _____

TAG: _____

STAFF MEMBER NAME: _____

SIGNATURE: _____ DATE: _____