

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 this form, I acknowledge and agree as follows:

1. All use of District's technology equipment will be for educational purposes. For employees this includes attending professional workshops, conferences or meetings. At no time will 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 hardware or software.
3. To use ordinary care and diligence in protecting, safeguarding, and supervising the 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 equipment:
 - On or before the due date on this agreement.
 - Prior to the due date if requested by the authorizing supervisor/Director of Technology.
 - When resigning or otherwise terminating employment.
 - In the same condition the item was in at the time of check out.

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 (purchase of the equipment or repair)
5. Be responsible for repairing damaged equipment or replacing lost, stolen, or destroyed equipment

School District Property Check-Out Form .

Borrower's Information

Name: _____

Home Address: _____

City: _____

State: _____

Zip Code: _____

Renter's or Homeowners Insurance Company _____

Equipment

District Asset Tag Number: _____

Description: _____

Date Checked out: _____

Due Date: _____

Signature: _____

By signing this, I understand, agree to, and meet the requirements and conditions listed above.

For Office Use

Date Returned: _____

Staff Signature: _____

Date: _____