

Hoke County Schools Staff Device Loan Agreement

By signing below, I acknowledge that I have read, understand, and agree to the terms outlined in the Hoke County Schools (HCS) Staff Device Loan Agreement. I accept full responsibility for the care, appropriate use, and return of all district-issued technology assigned to me throughout my employment with HCS. I agree to the following:

- I will use all district-issued devices in accordance with HCS Responsible Use Procedures, Board Policies, and applicable laws.
- I understand that devices may be assigned to me for personal use or for student use as part of the district's one-to-one program.
- When managing student devices, I will follow all district protocols to ensure they are returned daily, monitored for use, and tracked for accountability.
- I will document which student uses each device to support accurate reporting of damage or misuse.
- I will not be held responsible for student-caused damages that can be properly tracked and documented.
- I will be held financially responsible for lost devices that are not secured or accounted for daily in the classroom.
- I will not loan district devices to unauthorized individuals and will ensure all assigned equipment remains in my possession or secured storage.
- I will report damage or technical issues through a One to One Plus work ticket and will not attempt personal or third-party repairs.
- I understand that district-issued devices may be monitored and that there is no expectation of privacy.
- I will return all devices and accessories to my school or the HCS Technology Department when requested or upon separation from the district.

This agreement remains in effect throughout my employment with Hoke County Schools or until all assigned equipment is returned in acceptable condition.

**Revised 8/6/25*