

Wilson School District #7

Staff Device Checkout Agreement

2026-27

Borrower: _____

Site: _____

Device: _____ Serial Number: _____ Asset Tag Number: _____

This Device Checkout Agreement (the "Agreement") ensures that equipment supplied by the Wilson School District #7 (the "District") will be used and maintained in its original condition, reasonable wear and tear excepted, by the designated borrower named below ("Borrower"). By signing this form, Borrower will demonstrate reasonable care with the respect to the security and physical well-being of the equipment signed to his/her care. In the absence of reasonable care or if the equipment is returned in a condition different than the original condition, Borrower will be financially responsible. In addition, in the event the Wilson School District #7 determines in its sole discretion that the Borrower did not utilize reasonable care in the use of the equipment, the Borrower will be responsible for any damaged, lost, or stolen equipment. All specified equipment is and shall remain the property of the District and must be returned by the last contracted day of employment.

By signing this agreement, the Borrower acknowledges the receipt of the above equipment and agrees:

- To abide by the Wilson Elementary School District Acceptable Use Policy.
- To use the equipment primarily for educational use.
- That while the equipment is connected to the District network, Internet use will be filtered and logged.
- Web content filtering beyond the District network will be the responsibility of the Borrower.
- To not remove any software without prior authorization from the District.
- To not install virtual private networks (VPN) or other software that circumvents District filters on District provided devices.
- To report any problems, damages, misuse, or misconduct immediately to the Administrator.
- That the equipment is the property of the District and must be returned or inspected prior to the Borrower's last contracted day of the current school year.
- That if the equipment is not returned to the District in its original condition, reasonable wear and tear excepted, or if the equipment is damaged, lost, or stolen, due to Borrower's negligence or not utilizing reasonable care in the use of the equipment, reasonable wear and tear excepted as determined exclusively by the District, Borrower agrees to be financially responsible for the replacement value of the equipment as determined by the District.
- That all information stored on equipment carries no expectation of privacy and is the property of the District. The District reserves the right, at all times and without prior notice, to inspect and search any and all its property for the purpose of determining whether any policy has been violated, or when an inspection and investigation is necessary for purposes of promoting safety or compliance with state and federal laws.

Borrower Signature: _____ Date: _____