**Laptop Summer Checkout Agreement**

**District Name**

I am requesting to use a District Name laptop for the summer break until teachers report back to school for the next school year. I understand that this laptop is the property of District Name and subject to the rules, regulations and policies governing District Name.

I certify that:

* I have received a District Name -issued laptop, and I accept responsibility for its security and care.
* I have read and agree to comply with the information about Security/Care.
* I have reviewed District Name laptop policy and I agree to use the issued laptop in accordance with that policy.
* If I decided to leave employment with District Name for any reason prior to the beginning of next school year, I will return this laptop in full working order the day of resignation.
* If I am unable to return this laptop to District Name at the beginning of the school year or the day of resignation, I will pay the replacement cost of $1,000, which could be payroll deducted from your final paycheck of the 12/13 school year. This is the total cost for both hardware and software.

|  |  |  |  |
| --- | --- | --- | --- |
| **Information** | **Laptop** | **Date Issued** | **Date to Return** |
| **Model of Device** |  |  |  |
| **Serial Number** |  |  |  |
| **Asset Tag Number** |  |  |  |
| **Carry Bag** |  |  |  |
| **Power Supply & Cord** |  |  |  |
| **Mouse** |  |  |  |
| **Other:\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |

**I have read and agree to the terms listed above and wish to be assigned a laptop.**

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Print) (Signature)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Summer Address)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Summer Phone number)**

**Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Print) (Signature)**

**Laptop Use Policy**

**District Name**

**Security/Care**

* Never let it out of your sight without it being secured.
* Lock it up/take it home.
* Always transport the laptop in the case provided.
* Do not leave the laptop in a hot vehicle or in direct sunlight.
* Display and hinges are weak points of design.
* Display can be cleaned with a clean, damp cloth.
* Do not shake or drop.
* Do not use around liquids, specifically beverages.
* Be careful with insertion and removal of the power cable – Don’t lose it!
* Use a surge protector when possible.
* Any licensed software that is added to the laptop must have the approval of District Name.

**Policy**

* The laptop is the property of District Name and is assigned to you for professional duties over the summer break.
* May be used for your limited personal business, but is always subject to review of files.
* The laptop must not be loaned out to anyone else without written approval from the campus principal or superintendent.
* School insurance coverage is for use at school and home, transportation between the two, and use at school activities. All other use is at user’s risk.
* The assigned user is prohibited from performing any hardware maintenance, exchange or replacement of parts, alterations, or addition of parts (such as hard drives, memory, circuit boards, internal drives, etc.) The user is also prohibited from having anyone do these activities who is not authorized by District Name.
* Users may add external devices such as a mouse, keypad, keyboard, printer, USB drive, and similar devices.
* A malfunctioning, damaged, or stolen laptop must be reported to District Name immediately. A replacement unit will be issued unless the problem was the result of negligence or failure to follow policy.
* Connections at home, including connecting with your Internet Service Provider (ISP) are your responsibility.
* The laptop must be returned to District Name at the beginning of the next school year, or upon resignation or termination.
* Additional policies may be added as necessary. The additions will be considered as part of the “Laptop Summer Checkout Agreement,” and users will be notified by email.