



***Cumberland County Board of Education***  
***368 Fourth Street***  
***Crossville, TN 38555***  
***Phone: 931-484-6135***  
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**CCBOE Technology Usage Agreement**

**Procedure for Cumberland County Schools Technology\* Use**

- 1. Equipment is inventoried to the CCBOE employee.**
- 2. The employee MUST sign the Usage Agreement Document.**
- 3. Once signed the document is filed by the School Inventory Clerk.**
- 4. The document is valid for 1 school year and MUST be signed every year.**
- 5. A copy should be given to the CCBOE employee.**

**\* Technology refers to Laptop, Ipad, Chromebook**

*Dr. Ina Maxwell  
Director of Schools*



Mr. Jim Inman  
Board Chairman

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**CCBOE Technology Usage Agreement**

**School:** \_\_\_\_\_

**Technology Signed Out (Please list individual items and inventory numbers):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, am signing out a piece of technology that belongs to  
CCBOE Personnel Name

the Cumberland County School System. I understand:

- I am fully responsible for this piece of equipment while it is in my possession.
- If the equipment is damaged (dropped, cracked, broken, stolen, liquid damaged, etc.), I will be financially responsible for the repairs.

\_\_\_\_\_  
CCBOE Personnel Signature

\_\_\_\_\_  
School Inventory Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*"Striving for Excellence Together"*