

Staff Technology Checkout Form

I have received the herein described hardware and software (see below). By accepting the possession of this equipment and software, I agree to follow the signed Internet/SUN agreement for Shelby Public Schools.

I shall not sell, lease, or otherwise grant anyone rights to this equipment or software. I shall adhere to the district's rules and regulations governing the use of this equipment and software and comply with all applicable copyright and other regulations regarding the software.

I understand that I am responsible for any damage to or loss of the equipment. The district may request this equipment and software be returned at any time. Upon request by the district or termination of the agreement, I must return this equipment to the district, in the same condition as on the agreement beginning date.

Name (Please Print): _____

Device Make: _____ **Device Model:** _____

Serial Number: _____ **Asset Tag:** _____

Peripherals/Accessories Included: _____

Signature: _____ **Date:** _____

Due Date: _____

Damage Noted Upon Checkout: _____

Returned To: _____ **Returned Date:** _____