



# Tsé Nitsaa Deez'áhi Diné Bi'olta'

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## Technology Laptop Checkout Form SY2018-2019

I, \_\_\_\_\_ understand that District-owned laptop computers are the legal property of Rock Point Community School and are provided to employees for use both on and off school grounds in order to enhance, enrich, and facilitate teaching and learning, administrative duties, as well as, school communications. Laptop computers are to be used for school-related business, curriculum enhancement, research, communications and other instructional purposes. Internet activities must be consistent with this purpose. As with all Rock Point Community technology resources that are issued to employees, all documents, email communication or data stored on the devices is subject to public record and therefore not private. This includes computers, files (current or deleted), portable media, portable storage devices, mobile devices, the Internet and email (including attachments). I will keep the laptop in good working order and will notify the RPCS Technology Department of any defect or malfunction during use. Some repairs/ issues may not be repairable and require replacement. If the laptop is lost, stolen, or damaged while on or off school property, an incident report **MUST** be created and submitted within 24 hours to the RPCS Technology Department, Business Manager, Site/Department Administrator, and RPCS Security, (local police, if stolen).

**I am responsible for the security and care of the laptop.** If item is stolen, lost or damaged due to negligence or intentional misuse, the user will assume the financial responsibility for repair costs or fair market value of assessed equipment determined by the RPCS IT Department. The RPCS Business Office will withhold from the paycheck of the owner as deemed necessary and as stated above. I understand that all laptop computers, equipment, and/or accessories that the cooperative has provided to me are the property of Rock Point Community School. I agree to the terms outlined in the Employee Laptop Agreement and the Network Access Agreement. I am personally responsible for any damage theft, or loss of the laptop computer and/or related equipment and accessories due to negligence. I understand that a violation of the terms and conditions set out in the Employee Laptop Agreement and the Network Access Agreement will result in the restriction and/or termination of my use of the cooperative's laptop computers, equipment, and/or accessories and may result in further discipline up to and including termination of employment and/or legal action.

Model #: \_\_\_\_\_

A/C Adaptor: \_\_\_\_\_

Serial #: \_\_\_\_\_

RPCS Tag #: \_\_\_\_\_

Signature: \_\_\_\_\_

Check out Date: \_\_\_\_\_

Condition: \_\_\_\_\_

IT Signature: \_\_\_\_\_

Date: \_\_\_\_\_

RETURN POLICY: Upon expiration of the term of this Agreement, I shall return the laptop, all related equipment and all software to the RPCS Technology Department. A technology staff member shall promptly check in all equipment and sign off the user's final checkout form. RPCS IT Dept. may delay checkout procedures should any issues or discrepancies are found. If I do not turn in the laptop by end of contract, I understand my paycheck(s) or any monies owed by the Rock Point Community School may be withheld until all equipment is returned in the same said condition stated above.

Signature: \_\_\_\_\_

Check In Date: \_\_\_\_\_

Condition: \_\_\_\_\_

IT Signature: \_\_\_\_\_

Date: \_\_\_\_\_