Dr. Ina Maxwell
Director of Schools

Mrs. Teresa Boston
Board of Education Chair

Cumberland County Board of Education
368 Fourth Street
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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

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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**