

# WPCSD Employee – Device Checkout Agreement

## *Policy IJDB – Responsible Use of District Issued Technology*

I have received a device to use to support my instruction for West Point Consolidated School District (WPCSD). By accepting possession of the device, software, and accessories, I understand that it is to be used for work purposes only and in accordance with all applicable Board Policies. I shall not sell, lease or otherwise grant anyone rights to the device. I shall adhere to all rules and regulations governing the use of the device and software and comply with all applicable copyright and other regulations regarding the software.

**I understand that I am responsible for any damage to the device.** The District/school may request the device, software and accessories be returned at any time. Upon request by the District/school or termination of the Agreement, I must return the device to the District/school, in the same condition as on the Agreement beginning date, **reasonable** wear and tear expected. Some actions you must take to protect the device, software and confidential data that may be on the device include, but are not limited to the following:

- Do not leave unattended in a car, an unlocked home, or in a public place such as a business with free WiFi
- Keep information password protected and log off when you are away from your computer
- Do not download software that is not for educational purposes
- Protect from liquids or dampness – including food and drinks near the device
- Protect from extreme temperatures (i.e. do not leave in a vehicle or outside for long periods of time)

I agree to accept the device, software and accessories “as is.” In no event shall the District be liable to me for my use of the device, software and accessories.

**I agree to the terms of this agreement. I understand that in the event of theft, misuse or carelessness, there is no provision for replacement. I understand that I am responsible if loss or damage occurs while the device is in a car, at my home, or anywhere outside of a district building. I am responsible for any damage, and in the case of theft, for filing an official police report and informing my supervisor immediately. I will personally guarantee reimbursement of the replacement value of the device, software and/or accessories if the equipment is lost or damaged.**

Employee Name \_\_\_\_\_ Email Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Primary Phone # \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_ Title/Position \_\_\_\_\_

Do you have internet service other than a cell phone or a cell phone hot spot (circle one)?    YES            NO

If you answered “YES,” who is your internet provider? \_\_\_\_\_

### **Equipment Issued at Check-Out**

\_\_ Device/Model # \_\_\_\_\_  
\_\_ Serial # \_\_\_\_\_  
\_\_ WPCSD Tag # \_\_\_\_\_  
\_\_ Carrying Case    Yes or No  
\_\_ Power Supply & Cord    Yes or No  
\_\_ Powers-up in Working Order    Yes or No

### **Equipment Issued at Check-In**

\_\_ Device/Model # \_\_\_\_\_  
\_\_ Serial # \_\_\_\_\_  
\_\_ WPCSD Tag # \_\_\_\_\_  
\_\_ Carrying Case    Yes or No  
\_\_ Power Supply & Cord    Yes or No  
\_\_ Powers-up in Working Order    Yes or No

**CHECK OUT**

Signature \_\_\_\_\_

Admin. Signature \_\_\_\_\_

Date \_\_\_\_\_

**CHECK IN**

Signature \_\_\_\_\_

Admin. Signature \_\_\_\_\_

Date \_\_\_\_\_