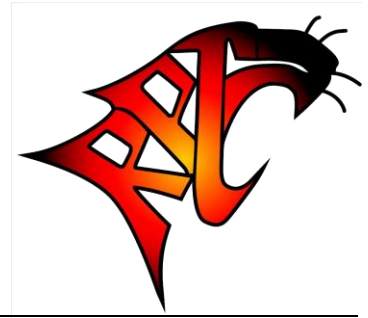




Tsé Nitsaa Deez'áhi Diné Bi'olta'

PO BOX 560 HIGHWAY 191
ROCK POINT, ARIZONA 86545
TELEPHONE (928) 659 – 4221 ext. 112/113
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SY2018-2019 Computer Surface Checkout Form

I, _____ understand that District-owned Surface 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. Surface 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).

The user will keep the Surface 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 Surface is lost, stolen, or damaged while on or off school property, the incident MUST be reported within 24 hours to the RPCS Technology Department, Business Manager, Site/Department Administrator, and local police.**

The user is responsible for the security and care of the Surface. If item is stolen, damaged and/or accessories is determined to be caused by negligence or intentional misuse, the user will assume the financial responsibility for repair costs or fair market value of assessed equipment. The cost will be determined by IT Department and Business Office will withhold from the paycheck of the owner as deemed necessary and as stated above.

Model #: _____

A/C Adaptor: _____

Serial #: _____

RPCS Tag #: _____

Keyboard Serial #: _____

RPCS Tag #: _____

Signature: _____

Check out Date: _____

Condition: _____

IT Signature: _____

Date: _____

RETURN POLICY: Upon expiration of the term of this Agreement, the user shall return the Surface, all related equipment and all software to the RPCS Technology Department. A technology staff member shall promptly check in all equipment. If the user does not turn in the Surface by end of contract, the user's paycheck or any monies owed by the Rock Point Community School may be withheld until all equipment is returned.

Signature: _____

Check In Date: _____

Condition: _____

IT Signature: _____

Date: _____