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Mrs. Lynne Massey-Wheeler, Chairperson

Dr. April Howard, Superintendent

2014-2015 JCSS Technology Equipment Use Agreement

_____ School/Department

Staff Member requesting equipment (Please Print): _____

Check Out Date: _____

Note: Computers or equipment connected to a wired network connection must not be disconnected or checked out.

<u>Item(s) Loaned/Brand</u> (ie Dell)	<u>Model</u> (ie Vostro)	<u>Asset Tag#</u>	<u>Serial #</u>

Other Items Included (please mark): AC Adapter Bag/Case Other: _____

I agree to take responsibility for technology hardware/software/peripherals listed above in exchange for the use of the equipment for educational purposes only.

1. I understand I am responsible for maintaining the equipment/software/peripherals in working condition while said equipment is in my possession.
2. I understand said equipment is issued for business purposes and is to be used only by me, the employee.
3. I understand that I am responsible for backing up any personal files, and that the JCSS District is not responsible for loss of said personal files.
4. I agree to return the equipment in the same working condition that I received it to the designated personnel.
5. I have signed and turned in an Acceptable Use Agreement.
6. I agree to report any equipment failure/theft/damage of software or hardware to the Technology Personnel at my school as soon as possible.
7. I understand that only JCSS technology personnel are allowed to install hardware or software.
8. I agree and understand that if the technology equipment, software, peripherals, and/or other related items are stolen, vandalized, misplaced, destroyed, etc that I am responsible and will reimburse (pay) the JCSS District the amount required to replace or repair the equipment, software or other related items if not covered under manufacture Accidental Damage Warranty.

Employee's Signature

Date

Principal's/Supervisor's Signature

Date

(ORIGINAL DOCUMENT REMAINS IN PRINCIPAL'S/SUPERVISOR'S/TECHNOLOGY'S OFFICE ALONG WITH ORIGINAL AUP DOCUMENT; COPY TO BORROWER)

The Jackson County School System is committed to the relentless pursuit of educational excellence