

Category: 5000 BUSINESS	Policy Number: 5230
Policy Title: AUTHORIZED USE OF EQUIPMENT	Effective Date: July 18, 2012

Any authorized use of school-owned materials or equipment must have administrative approval.

Reference: Policy 4040, "Facility Usage"
Policy 5350, "Inventories"
Form 5230f, "Technology Checkout Form"

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**TECHNOLOGY EQUIPMENT
 CHECKOUT FORM**
 Snake River School District #52

This form is to be used any time computer equipment leaves the school to go with an employee or student under that person's responsibility. In order to qualify for the removal of the equipment, the individual must accept responsibility for any damage and/or theft (FOR COMPLETE REPLACEMENT) while in their possession. This form must be completed before the equipment can leave the school.

A copy will be kept in the school and the borrower will be given a copy for their records.

Employee/Student Name: _____

School: _____

Home Address: _____

Home Phone: _____ **Cell Phone:** _____

Date Out: _____ **Date In:** _____

Do you have homeowner insurance that will cover a loss of this nature? Yes No

<u>Manufacturer, Model & Description</u>	<u>Property ID Tag</u>
Computer & Monitor _____ (if separate)	_____
Laptop _____	_____
Other _____	_____

*(To be signed only when checking out equipment.)
 My signature certifies that I assume all responsibility of the actual cost to replace any loss or damage to the district equipment noted above, regardless of insurance payments.*

_____	_____	_____
<i>Employee Signature</i>	<i>Date</i>	<i>Principal Signature</i>

<i>Student Signature</i>		
and		

<i>Parent Signature</i>		<i>Date</i>

Make one copy for employee and one copy for School