

Garden County Schools Employee Computer Loan Agreement

Borrower: _____	School: _____
Check Out Date: _____	Date of Return: _____
Phone (H): _____	Phone (C): _____
Address: _____	Email: _____

Item	Description	Condition
Laptop		
S/N or Service Tag		
Charger & Sleeve/Case		

One laptop, charger, and sleeve/case are being lent to this borrower and are in good working order. It is the borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. Borrowers will be responsible for purchasing any accessory computer equipment (i.e. mouse, headphones, CD's, flash drives, etc.).

The equipment is, and all times remains, the property of Garden County Schools and is lent to the borrower for educational purposes only for the current academic school year. Borrower may not deface or destroy this property in any way. Inappropriate use of the machine may result in the borrower losing his/her right to use this computer. The equipment will be returned to the school at the end of the school term, if the borrower terminates his/her contract from Garden County Schools prior to the end of the school year, or if requested by the district's administration.

The borrower may use the laptop only for non-commercial purposes in accordance with the district's policies. Any included software may be used only in accordance with the applicable license and it is the borrower's responsibility to be familiar with and comply with the provisions of such license. Borrower may not install or utilize any software in connection with the use of the laptop other than the software owned by the district and made available to the borrower in accordance with this computer loan agreement or by administrative approval. The borrower also agrees to not make any unauthorized use or modifications of such software.

One user account with specific privileges and capabilities has been set up on the laptop and the network for the exclusive use of the borrower to which it has been assigned. The borrower agrees to make no attempts to change the privileges and capabilities of this account. All policies and expectations outlined in the district's user agreement apply to the use of the laptop during the time period of the loan agreement.

The borrower acknowledges and agrees that his/her use of the laptop is a privilege and that by this agreement, accepts the responsibility to protect and safeguard the laptop and to return it in good condition and repair. Nebraska statutes 79-737 and 79-2, 217 allow the district to obtain reimbursement from, or on behalf of, the borrower for any damage to, loss of, or failure to return school property.

Borrower's Name _____
(Please print)

Borrower's Signature _____

Administrator's Signature _____ Date _____

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Borrower Responsibilities

Your laptop is an important learning tool and is for educational purposes only. In order to take your laptop out of the work environment, you must be willing to accept the following responsibilities.

When using the laptop at home, at school, or anywhere else, I will follow the district's policies outlined in the local user and loan agreements and abide by all local, state, and federal laws.

I will treat the laptop with care. I will not drop it, get it wet, leave it outdoors or unattended, or use it with food or drink nearby.

I will not lend the laptop to anyone. It will stay in my possession at all times.

I will not load any unauthorized software on the laptop.

I will not remove school installed programs or files from the laptop.

I will not give or post personal information to the web when using the laptop.

I will bring the laptop to school/work every day. I realize this laptop is an educational tool and will treat it as such.

I agree that email or any other electronic communication should be used appropriately, legitimately, and responsibly.

I will keep all user accounts and passwords assigned to me secure and will not share these with other school personnel/students.

I will not attempt to clean or repair the laptop.

I will return the laptop when requested and/or upon my withdrawal from Garden County Schools.

I will place the laptop in its protective sleeve and/or carrying case when it is being moved.

Borrower's Initials/Date _____ / _____