

Equipment**Computer Equipment Loan Agreement**

Employees who use district-owned computer equipment for district related tasks beyond district premises shall complete the Loan Agreement for use of Computer Equipment form. As indicated through this agreement, the employee as the borrower understands that personal use of district equipment is prohibited. Furthermore, the employee is individually responsible for its safe return and shall be fully liable for any loss or damage.

The completed form shall be submitted to the site administrator and approved prior to removing the computer equipment from district premises. The site/district administrator or designated supervisor shall: 1) verify the correctness and completeness of the form; and 2) inspect and note the physical condition of each item prior to release of the equipment to the employee. A copy of the completed form shall also be sent to the office of the Chief Technology Officer. Upon the return of the equipment from the employee, the site/district administrator or designated supervisor shall inspect and note the physical condition of the equipment, note the return date, and initial each item as it is returned. Any loss or damage shall be reported to the office of the Chief Technology Officer.

The duration of the loan period shall be determined by the site/district administrator responsible for the equipment and can be changed at any time by the site/district administrator without prior notification to the employee. Upon notification to return the equipment, or upon termination of employment, the employee agrees to return all items noted within the loan agreement immediately.