

Technology Equipment Loaner Agreement

Pendleton County Public Schools

2525 Highway 27N

Falmouth, Kentucky 41040

Department/School: _____

Name of Employee (please print): _____

Date of Check Out: _____ Due Date: _____

Description of Computer/Equipment

Item Description	Make	Model	Control #	Asset Tag #	Serial #

Agreement

Technology equipment may be removed from Pendleton County Public School Property only after permission of the building principal and completion of this form. A copy of the form should be retained by the individual desiring to remove the equipment while the original should be retained by the applicable Director/Principal until the equipment is returned. A copy must also be sent to the district technology department. Technology equipment may not be used for private purposes such as industry or to do the personal research.

Guidelines:

1. You are responsible for the item(s) while they are off PCS property. If it is lost or damaged due to your own negligence, you are responsible for repairing or replacing it.
2. When you return the item(s), it will be inspected to ensure that it is in working order.
3. You may not install personal software on computers that belong to Pendleton County Public Schools, including but not limited to online access software.
4. ONLY you are permitted to use this device. I understand that I am not permitted to let any family member, child or other individual use this device while it is in my possession. I also understand that Internet and download history can be tracked and must be consistent with access specific to my use.
5. If you enter information about students or staff members into the computer you must ensure that the confidentiality of that information is maintained.
6. You may not alter software belonging to Pendleton County Public Schools. The equipment may not be used to make copies of any software unless permission has been granted by the software's publisher. There are severe legal penalties for such copyright infringement.

I realize that I am responsible for the items(s) listed above. I have homeowners or renters insurance that will cover any loss by theft, fire or any other events that would cause the equipment to be damaged in any way; or if I do not have such insurance, I fully accept responsibility for repair or replacement of the affected items. I further realize that I am responsible for any loss that is a result of negligence. Damage to the item(s) will be paid by me even if the insurer fails to pay. This includes any deductible on the insurance. I realize that the borrowed items may be used only for public school purposes. I agree to abide by the guidelines stated above.

My insurance is with: _____

Signed: _____

Date: _____

Signature of Principal: _____

Date: _____

Date Returned: _____ Checked in by: _____