

Brunswick City Schools LAPTOP LOAN AGREEMENT

A new laptop and related peripherals has been placed in your care. Your signature below indicates that you understanding and agree to the following conditions of use:

1. I understand that all equipment loaned to me remains the property of Brunswick City Schools.
2. I understand that this equipment is loaned to me for professional and educational purposes and I will limit my use of this equipment to those purposes and will not sub-loan it to others including family members.
3. I agree to return this equipment in a timely fashion and in good working order with all components intact if and when I leave the district or am reassigned to a position that does not require its use or when I have absences that require a long-term sub.
4. I agree to use this equipment in keeping with all applicable district policies (e.g., acceptable use, email, copyright, web publishing, etc.) as well as state and federal laws pertaining to copyright and fair use.
5. I agree to return this equipment for scheduled maintenance and reimaging at the request of the Brunswick City Schools Technology Department. I understand that reimaging will be required as a part of routine maintenance or in the event that this equipment acquires viruses, adware, spyware or malware. I understand that all files must be stored on the district network or on removable media (e.g., flash drives) because reimaging will make them unrecoverable.
6. I understand that charges incurred from accessing the Internet and/or web-based services from my home are my responsibility and are not recoverable from the district.
7. I understand that I am personally responsible and financially liable for all equipment damage and/or loss of equipment not covered by BCS insurance policy. If covered by BCS insurance, I will be responsible for the deductible. Additionally, if the laptop is stolen, I agree to file a police report immediately and to assist the district and/or police in recovering it.

Computer Make/Model: _____

Serial # _____ Inventory # _____

Loan includes: computer carrying case battery AC adapter/power cord docking station
 mouse headset other _____

Employee Name: _____ Building: _____

Employee Signature: _____ Date: _____

Return Date: _____ Checked in by: _____

(Signature of Administrator)