

Authorized Use of School-Owned Materials (Laptop Computers)

Governing Board Policies EDC (E-1800) and IJNDB (I-6400)

District computing equipment may be used by school employees if such use is not in conflict with any Arizona Revised Statute(s), federal or state rules or regulations, or Board Policies, and is subject to the following:

- Individuals using District computer equipment are expected to take reasonable care and precautions to insure that the equipment remains in good working condition. Any damage resulting from neglect or loss of the computer will require reimbursement by the assigned user for repair or replacement. Damage should be reported to the Technology Department as soon as possible after discovery.
- All users shall adhere to District policies regarding use of materials and equipment, including policies regarding access to electronic information.

Name of User: _____

School/Dept: _____ Asset #: _____

Address (home): _____ Make/Model: _____

City: _____ Serial #: _____

State/ZIP: _____ Work Phone: _____

Home Phone: _____ Begin Use Date: _____

I understand that if this request is approved I will be responsible for the care of this computer equipment. I hereby agree to take all reasonable precautions to insure that this equipment is well maintained. I also agree to abide by all Governing Board policies regarding use of the Equipment, including but not limited to restrictions regarding Internet use.

Requestor Date

Administrative Approval Date

DISTRICT USE ONLY

Date Item Returned: _____ Time: _____

Condition: _____ Received by: _____