

Loan of District Computer Equipment

Purpose

This administrative procedure sets forth the guidelines for district employees who wish to borrow computers to be utilized for professional development or to complete district work assignments.

Definitions

1. “Computer equipment” includes hard drives, disk drives, monitors, CPUs, modems, power supplies, keyboards, printers, projectors, tablets, cameras, software and related equipment.
2. “Employee” means any person employed by the district.
3. “Computer equipment loan” means a temporary borrowing of computer equipment with the written permission of the employee’s supervisor and a Request to Borrow Computer Equipment form completed by the employee.
4. “Surge protector” is a device to protect the computer equipment from power surges.

Procedures

1. All computer equipment loans must be approved in writing by the principal or immediate supervisor on an approved district form.
2. Employees who borrow computer equipment will assume responsibility for the equipment. The employee will provide written assurance that replacement or repair costs of damages incurred during the period of loan, will be assumed by the borrower. The district will determine the cost of repair or replacement at the time of return or as soon as reasonably practicable after the need for repair is determined.
3. Employees shall use a surge protector to safeguard district computer equipment.
4. Employees will be responsible for the cost of replacing or repairing computer equipment that is stolen, vandalized or otherwise damaged while in the employee’s possession.
5. Employees borrowing computer equipment will observe current copyright laws.
6. When returning borrowed computer equipment, the employee will complete the check-in form.

7. A loan of computer equipment is not considered approved by the district unless the following conditions are met:
 - a. Written approval of the loan has been given by the supervisor/administrator.
 - b. Employee has completed the Request to Borrow Computer Equipment checkout form.
8. A copy of this procedure will be provided to employees borrowing computer equipment and will include the statements provided below on a district form.

I have read the above-stated conditions for district-approved loan of computer equipment. I agree to comply with these conditions.

Signature _____ Date _____

Check-out Date: _____ Check-in Date: _____

Request to Borrow Computer Equipment

Equipment	Brand	Tag#	Serial#
Hard Drive			
Monitor			
Keyboard			
Disk Drive			
Printer			
Other			

NOTE: The borrower hereby expressly covenants and agrees to indemnify the District, Board of Directors, and all other District officers against all claims and demands for damage for injury to any person or property resulting from the use of the above-described equipment, or by virtue of any act or thing done at their home or elsewhere by the borrower or any other person. The borrower further agrees to comply with all the conditions in the District Administrative Rules.

Signature of Borrower

Date

Check-in Date

Supervisor's Signature