

Umatilla School District 6

Code: **KGF/EDC-AR(1)**
Adopted: 7/11/96
Readopted: 2/11/04
Orig. Code(s): KG-AR

Computer Checkout

I will assume financial responsibility for loss or damage due to negligence to Umatilla School District's computer while it is in my possession.

Name: _____ Address: _____
Social Security Number: _____
Phone: _____

Name of insurance company and policy number that will cover equipment: _____

Agent's Name: _____ Phone: _____

Date equipment leaving building: _____ Date to be returned: _____
Serial number of equipment checked out: _____
Computer Brand: _____ Model: _____
Computer Number: _____
Disk Drive(s): _____
Monitor: _____ Model: _____
Printer: _____ Model: _____
Software: _____

I, _____, will assume total responsibility for care and safe return of all pieces of equipment checked out to me.

Date: _____ Approval: _____
(Authorized Signature)

COMPUTER CHECKOUT PROCEDURES

The purpose of this administrative regulation is to allow staff an added advantage in learning computer use as applied to their classroom teaching. Although the checkout procedure applies to all district staff including administration and classified personnel, teachers will be given checkout preference where conflicts arise over hardware and/or software usage. Conditions are as follows:

1. Only those staff members who can demonstrate knowledge in the use and operation of the computer are eligible to check out a microcomputer system and software from the district. (Knowledge means basic operation.) The principal or designee will be responsible for checkout;
2. Microcomputers will be checked out on a first come - first served basis, with teachers having priority;
3. Certain computers will be designated by each building as being available for checkout purposes;
4. Staff members will be held responsible for any damage done to the microcomputer, due to their negligence, while it is in transit or in their possession. Users will sign a waiver stating that they assume financial responsibility for any loss or damage incurred. Insurance covering equipment is required. The user will not hold the district liable for injury as a result of transporting, using or operating the equipment;
5. Staff members will demonstrate professionalism in their requests and will use microcomputers for the primary purpose of professional growth and curriculum development.

Procedures

1. Staff members will submit a "checkout request" to the principal prior to taking a computer from the building. If a machine is not available to the staff member, an alternate time will be scheduled. Each building will keep a sign-up list in the principal's office for that building's computers.
2. Microcomputers can only be checked out for a weekend during the school year, during Spring and Christmas breaks, during long holiday weekends and for summer periods as designated in item 3., below. The equipment must be returned by 8 a.m. of the next regular school day. Classroom instruction has first priority. Only those computers designated as available for checkout will be allowed out of the building.
3. Microcomputers can be checked out during the summer recess period using the following procedures:
 - a. A master calendar will be maintained in the principal's office for the period covering summer recess. The principal or designee will be responsible for this;
 - b. The master calendar will show all usage including in-service, curriculum work, college reciprocity agreements and servicing schedules;
 - c. Computer checkout requests for the summer will be submitted before school is dismissed for the summer so that schedules can be developed. Length of time for the checkout period will be agreed upon at the time of the request or when the master calendar is completed.

4. The staff member checking out a microcomputer system assumes responsibility to:
 - a. Determine that the system is operable before taking it from the building;
 - b. Review hook-up procedures; an instruction sheet will be included;
 - c. Determine that the system is operable upon returning it.
5. The staff will take home a sample diskette, written operating instructions and manuals, as appropriate.
6. While the equipment is in the person's possession, it is understood that:
 - a. Equipment will not be left plugged in;
 - b. No food or drink will be allowed where a computer is used;
 - c. Computer will not be used by unsupervised children;
 - d. Users will not violate copyright protection regulations;
 - e. Microcomputer systems shall not be modified, disassembled or attached to other devices.
7. Failure to return equipment promptly or follow other procedures as outlined may void future privileges of an individual to check out this equipment.
8. If questions arise, call a person on the contact list available from the principal.