

THE INTERBORO SCHOOL DISTRICT EQUIPMENT LOAN AGREEMENT

This agreement establishes the respective rights and responsibilities of the District and the employee who borrows or is assigned the Interboro School District equipment listed below.

I, , have the following District equipment in my possession:

Description (Mfg. and Model)	ISD Number	Serial Number	Device Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

AGREEMENT

In consideration for the loan of and permission to use District equipment, the Borrower agrees as follows:

- 1) The Borrower/Assignee agrees that the District equipment is to be utilized primarily for school purposes; use of equipment for purely personal or commercial purposes is prohibited. Occasional use for personal purposes will not be considered a violation.
- 2) The Borrower/Assignee understands that no unapproved software is allowed to be installed, including personal printers and cloud-based document storage applications.
- 3) Use of equipment and the District network shall be in accordance with District policies regarding acceptable use, data protection, computer misuse & health and safety.
- 4) The Borrower/Assignee agrees to be the sole user of the equipment (including software) and abide by all District policies and procedures governing such use. Borrower shall not loan nor allow others to use the equipment except during class time under direct supervision by the teacher .
- 5) The Borrower/Assignee agrees to maintain confidentiality of District and student data.
- 6) The Borrower/Assignee agrees to not change the configuration of the equipment.
- 7) The Borrower/Assignee understands that the equipment is configured to be used on the District network. The Technology Department will not be able to assist you at your home in order to connect the laptop to other Internet providers.
- 8) The Borrower/Assignee agrees to return the equipment at any time on demand by the District, including the District's physical inventory audit or if employee goes on a Leave of Absence. The laptop must be in the building each workday, unless employee is absent.
- 9) The Borrower/Assignee agrees that the equipment is issued to that person in their current position. If a position changes, the equipment may be reassigned to other staff via the Technology Department. Schools cannot assign laptops to staff; all assignments are made through the Technology Department.
- 10) The Borrower/Assignee shall sign the Equipment Loan Agreement. The completed form shall be sent to the Technology Department for inventory tracking purposes. When the Borrower/Assignee returns the equipment, an executed copy of the form shall be returned to the employee.
- 11) Any employee using District equipment and data must use all reasonable precautions, including password protection, to protect the equipment and data/information in their care, custody and control.
- 12) Particular attention must be given to safeguarding equipment and data during the storage and transportation of such equipment. Securing the equipment to the district provided lock in the classroom will be considered secure. The employee will take reasonable actions to secure the equipment when the equipment is at home or being transported.
- 13) Employees expressly acknowledges that he/she has a limited expectation of privacy in any material, activity or information stored on, created on, or accessed through or transmitted on District equipment.
- 14) If equipment is lost, damaged or stolen as the result of employee's gross negligence or violation of the terms of this Agreement, employee shall reimburse the District for the cost incurred by District as a result of employee's actions/inactions. A reasonable payment schedule will be determined.
- 15) Employee agrees that any fees, charges or liability incurred or resulting from use of the equipment by employee or as a result of employee's gross negligent actions/inactions or violations of the terms of this agreement shall be the sole responsibility of employee, and employee shall indemnify District for any such fees, charges or liability.
- 16) If the employee has taken reasonable actions to prevent theft or damage to the equipment the employee will not be responsible for any costs incurred to the district.
- 17) There is no expectation that a borrower or assignee is expected or required to use the equipment beyond the contracted hours set forth by the Collective Bargaining Agreement.

Printed Name _____

Signature _____

Date _____

