Kirtland Local Schools

Use of School Technology Equipment Agreement

Technology equipment is very valuable, fragile, and a desirable commodity. It is important that special precautions are taken to protect and guard against any damage to the borrowed items. The following safeguards should be implemented.

- Do not leave the computer unattended in vehicles.
- Do not transport it without using the case.
- Do keep it close to you and know where it is at all times.
- Do not leave it unattended in the classroom.

Person checking out techno	logy equip	ment			
Name:					
(Last)		(First)			
Local Address:		(City)(Zip)			
Local Phone Number: ()				(Zip)	
Local Flione Number. ()					
School Building Association:	\square KHS	\square KMS	\square KES	☐ Board of Educa	ıtion
Check Out Date:	Date	Due Back: Equipment #			
Equipment Checkout List	;				
 ✓ Notebook Computer (Carrying Case, Power Cord, Network Card) ✓ Digital Camera (Carrying Case, Power Cord, Battery Charger) ✓ Projector (Carrying Case, Power Cord, Lens Cap) ✓ Other 					
Liability Statement					
I hereby accept liability for the loss of, theft, or any damage to the above-identified equipment. I further					
agree to hold the Kirtland Local	School Distri	ct harmless of	any and all	liability arising from	any injury or
loss resulting from the condition	or use of said	d equipment.	I understand	that the replacement	cost for:
	will be §	5			
Signature		Date:			
Certification of Operation	1:				
This equipment has been inspected and is in working condition with no known hardware or software					
problems or physical damage at t	the time of ch	neckout			
X				Date:	
(Signature of person checking					
Staff Use Only:					
The above-identified equipment Undamaged a					
Damaged (describe the condition of the equipment)					