

EXHIBIT

Instruction

LOANED EQUIPMENT INVENTORY FORM

Name: _____ Grade: _____

Catskill Central School District **District Equipment Check Out Form**

The Board of Education permits the use of district-owned materials and equipment (e.g., laptop computers, cell phones, audio-visual equipment, etc.) by students of the district when such material and equipment is needed for district-related and academic purposes only. Equipment may not be utilized for private, non-business purposes or other non academic purposes. Additionally, all loaned equipment must be returned to the district. For computers, the user is authorized to connect to home internet access and printer. No software is allowed to be installed by the user other than printer or internet service provider software for home use. All District Acceptable Use Technology Policies should be followed when using school district equipment.

I understand that I am responsible for borrowing district-owned equipment. I understand that if repairs are needed on the laptop I am issued, a temporary replacement will be issued and a new permission form will need to be completed. I shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and am responsible for its safe return.

I give permission for my child to be given a laptop to take home.

Signature of Student borrower: _____ Date: _____

Print Name of Student borrower: _____

Signature of Parent/Guardian: _____ Date: _____

I do NOT give permission for my child to be given a laptop to take home.

Signature of Parent/Guardian: _____ Date: _____

Below information to be completed in school at time of laptop distribution.

Laptop Name/Number: _____	Student Name: _____
Model: _____	Building: _____ Grade: _____
Serial: _____	Period 1 Class: _____
Asset Tag Number: _____	Curriculum Connection/Reason requested: _____
Color: _____	

Inventory Laptop

Laptop Laptop Bag Shoulder Strap Network Cable

A/C Charger (2 Pieces Plug to laptop and Plug to wall) Mouse
 Asset Tag Number _____ Asset Tag Number _____

Item is in good condition All items are in good condition Other

EXHIBIT

Instruction

LOANED EQUIPMENT INVENTORY FORM (Continued)

Name: _____	Grade: _____
Catskill Central School District	District Equipment Check Out Form
Comments: <input type="checkbox"/> Screen <input type="checkbox"/> Keyboard <input type="checkbox"/> Other	Item: _____

Laptop/Technogy Equipment has been received by borrower with all components specified and is in the condition checked off	
Signature of Student borrower: _____	Date: _____
Print Name of Student borrower: _____	
Signature of Technology Staff Member: _____	Date: _____
Date entered in to Destiny: _____	

Revised: December 16, 2010