

MPS – LAPTOP/iPad/Tablet CHECKOUT AGREEMENT

I have received the herein described hardware and software (see below). By accepting the possession of the laptop/iPad/tablet and software, I agree to the following. I understand that it is in good working condition, and it is to be used for official school district business only and in accordance with Board Policy 6415, Internet and Educational Use Policy and supporting regulations. I agree to have the laptop/iPad/tablet at my place of work each day. I shall not permit any other person to possess the laptop/iPad/tablet or software. I shall not sell, lease or otherwise grant anyone rights to the laptop/iPad/tablet or software. I shall adhere to the District's rules and regulations governing the use of the laptop/iPad/tablet and software and comply with all applicable copyright and other regulations regarding the software.

I understand that I am responsible for any damage to the Laptop/iPad/Tablet. The District/school may request the Laptop/iPad/tablet and software be returned at any time. Upon request by the District/school or termination of the Agreement, I must return the Laptop/iPad/tablet to the District/school, in the same condition as on the Agreement beginning date, reasonable wear and tear excepted. Some common sense actions you must take to protect the Laptop, software and confidential data that may be on the Laptop/iPad/tablet include, but are not limited to the following:

- **Do not leave** unattended in a classroom or unlocked school office, do not leave in cars, do not leave in plain view in homes or leave in an unlocked home or garage
- Store in locked cabinets or locked offices within school buildings
- Keep information password-protected, log off when you are away from your computer
- Protect from liquids or dampness
- Protect from extreme temperatures (i.e. do not leave in trunk of car for long periods of time)

I agree to accept the Laptop/iPad/tablet and software "as is." In no event shall the District be liable to me, my personal representative or heirs for any incidental, special, indirect or consequential damage of whatever nature arising out of any claim, whether in contract, tort or otherwise, alleging the District's failure to perform its obligations under this Agreement or its breach of any duty, common law or otherwise, owed to me.

Data Practices Compliance

Staff are reminded that student data is largely private and protected by law. Regulation 1040A, *Procedures, Responsibility and Enforcement: Data Practices Compliance*, includes a prohibition of leaving student data stored on a laptop/iPad/tablet, electronic device, computer disk or CD in an unoccupied vehicle, and also requires that data no longer needed must be physically destroyed (shredded if paper) or electronically erased from storage media. Please see Policy 1040 and Regulation 1040A for more information on this policy.

I agree to the terms of this agreement. I understand that in the event of theft, misuse or carelessness, there is no provision for replacement. I understand that if loss or damage occurs while the laptop/iPad/tablet is in my car, at my home, or anywhere outside of a district building, I am responsible for any damage, and in case of theft, for filing an official police report and informing the District Technology Department. I will personally guarantee reimbursement of the replacement value of the laptop/iPad/tablet to the District.

Name: _____ Current School: _____

Signature: _____ Date: _____

Released by: _____ Date: _____

Computer Model : _____ Serial # _____ Barcode # _____

Peripherals:

Checkout Duration:

____ Long term – as long as I work at this site and meet the requirements of this project

____ Short term - to be returned by _____.

Other notes: