

# Procedures for Faculty Equipment Checkout - Summer 2011

1. Faculty who wish to checkout district equipment for the summer must complete all parts of the attached Technology Checkout Agreement.
2. Only classroom computers/equipment from the building the employee is assigned to will be available for checkout. Lab computers (both stationary and portable labs) will not be made available.
3. For those **individuals who have a laptop computer assigned to them**, the laptop must either be *checked out* using the attached agreement or *turned in to the office of the building they work in.*
4. The Building Principal or Assistant Principal must sign the attached Technology Checkout Agreement.
5. The Technology Checkout Agreement **must be on file** with the Director of Educational Technology prior to the equipment being taken home by the faculty member. All agreements must be at Central Office by **June 1<sup>st</sup>, 2011.**
6. Since the district's insurance deductible is \$2,500.00 *per claim*, the employee is responsible for replacing any equipment that is damaged during the checkout period.
7. A copy of the Technology Checkout Agreement will be given to the faculty member who has checked out the equipment.
8. Classroom computers/equipment must be returned to the building by August 1<sup>st</sup>, 2011.
9. **Laptops need to be brought to Central Office for software updates.** Please bring your district laptop on the day assigned to your building. When your laptop is finished the Tech Department will **call you** to pick it up. Please be sure to leave us a phone number where you can be reached. Below is the schedule of when you are to drop of the laptop.

<b>Building</b>	<b>Drop off Laptop in Room 105 at Central Office</b>
AES and MTES	Monday, June 20
CHS	Monday, June 27
CSES	Tuesday, July 5
CMS	Wednesday, July 13
JES	Wednesday, July 20

# Technology Checkout Agreement

To be completed by **June 1<sup>st</sup>, 2011**

## Memorandum of Understanding

The undersigned is checking out from Charleston Community Unit School District #1 the technology described below. The borrower agrees to return the technology in the **same condition** as when it was checked out. For a computer, this includes not altering the system folder or registry, not changing network settings and removing any software programs and personal data the borrower added during the checkout period. *The borrower further agrees that the purpose for checking out the technology is for district personnel use only and to improve his/her technological skills or to complete a curriculum related project.*

Teacher Name: \_\_\_\_\_ Date \_\_\_\_\_

Teacher's Phone Number: \_\_\_\_\_

Teacher's Mailing Address: \_\_\_\_\_

Date Equipment is taken: \_\_\_\_\_

### Technology to be borrowed:

Equipment Description	Serial #	Blue Property/CUSD1 Tag #

### Peripherals/Software to be borrowed:

Peripherals/Software Description	Serial #	Blue Property/CUSD1 Tag #

I expect to benefit by taking this equipment home by:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed off by:

\_\_\_\_\_  
Name Principal/Asst. Principal Date

*To be completed by the Tech Department:*

Date Equipment updated: \_\_\_\_\_

Date Equipment picked up after updates were completed: \_\_\_\_\_