

ECPPS Personal Assignment of Equipment User Agreement

Equipment Assigned (list below)

Item Description	Asset#	
Laptop		
Document Camera		
Projector		
iPad		

Equipment Issued to/Print Name _____

School or Site: _____ Room Number: _____

Purpose of Assignment (if other than classroom use): _____

- I understand that the equipment listed above is the property of ECPPS and is assigned to me as long as I am actively assigned to my current responsibilities or participating in the specific program. I am responsible for returning the equipment to the Technology Department or Technology Assistant upon separation or reassignment.
- I understand that the right to use the device terminates annually at the date specified by the technology department.
- I understand that use of this equipment both in school and off campus falls under the guidelines of the Technology Responsible Use Policy.
- I understand that failure to return the equipment in a timely manner may be considered unlawful appropriation of the district's property.
- I understand the purpose of this equipment is to support my professional job responsibilities and not to be used for personal gain. Inappropriate use of this equipment will result in the termination of the use of this equipment. Appropriate use is defined in our Board Policies and I acknowledge that I am responsible for reading and keeping current with the changes.
- I understand that I must at all times provide appropriate safeguards to protect this equipment from damage and theft and I will be held responsible for any loss or damages. Damage or loss to equipment will be reported immediately using our ECPPS Missing, Damaged, or Stolen Property Report.

Technology Equipment User Agreement

- I agree to be responsible for the full cost of repair or replacement if the device is lost, damaged, or stolen.
- I understand that I have the option to take out independent insurance to cover these costs of theft.
- I understand the following charges for the loss, damage, or theft of equipment:
 1. In case of theft or loss, the staff member would be responsible for the full replacement cost of the equipment. Staff members have the option of taking out theft/loss insurance to offset this cost.
 2. In case of damage, the staff member would be responsible for a \$50.00 fee for the first instance of damage. If the repair costs exceed \$50.00, the staff member will be responsible for the remainder of the cost of the repair.
 3. In the 2nd incident of damage, the staff member would be responsible for a \$100.00 fee. If the repair costs exceed \$100.00, the staff member will be responsible for the remainder of the cost of the repair.
 4. Staff and/or law enforcement, as appropriate, will investigate each incidence of theft/loss/damage.
 5. Theft must be reported to law enforcement and school staff immediately.
 6. All instances of theft, loss, or damage must be reported immediately to the school principal, technology assistant, or media coordinator.
 7. In the case of theft or loss, if possible, the device will be disabled immediately once the report is made.

- **I have read and fully understand the Personal Equipment Assignment Agreement and the Equipment User Agreement and agree to receive equipment for use under the conditions outlined in these agreements.**

Signature of Employee

Date

Equipment Issued by (name)

Date