

**Fort Hancock ISD**

**TECHNOLOGY EQUIPMENT USE AGREEMENT (STAFF)**

Campus/Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Member requesting equipment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Out Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: Computers connected to a local area network (LAN) must not be disconnected or checked out**

|  |  |  |  |
| --- | --- | --- | --- |
| Item(s) Loaned (Give Clear Description) | Serial # | Inventory Tag# | Model/Brand |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Requirements for Use:

**I agree to take responsibility for technology hardware/software listed above in exchange for the use of the equipment for educational purposes only.**

1. I understand I am responsible for maintaining the equipment/software in working condition while said equipment is in my possession.
2. I agree to return the equipment in the same working condition that I received it to the designated personnel.
3. I agree and understand that if the technology equipment, software, and/or other related items are stolen, vandalized, misplaced, destroyed, etc that I am responsible and will reimburse (pay) the District the amount required to replace or repair the equipment, software or other related items.

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**Staff Member’s Signature Date Technology Director Signature Date**

**(ORIGINAL DOCUMENT REMAINS IN TECHNOLOGY BUILDING OFFICE; COPY TO BORROWER)**