

TUBA CITY UNIFIED SCHOOL DISTRICT #15
AUTHORIZATION FOR LOAN OF LAPTOP

NAME: _____ Position/Title _____ SCHOOL/SITE: _____

TCUSD provides laptop computers to some employees as a business tool. The computer is the property of TCUSD. They are provided to assist employees in carrying out their job functions and/or maintaining electronic communication (email) for District and educational purposes only. The use of the laptop by any individual other than the employee is not allowed. I understand that I may take the laptop home and that I will bring it back to the school/office every day.

Asset Tag Number	Equipment/Description	Condition		
		New	Good	Fair
		New	Good	Fair
		New	Good	Fair
		New	Good	Fair
		New	Good	Fair

Waiver Statement: The computer is the property of TCUSD. I agree that I will report theft, loss of the laptop, and damage to the laptop to the Technology Department immediately. I understand that I will be responsible for compensating Tuba City Unified School District #15 for any necessary repairs or replacement for damage and/or loss of the equipment due to negligence or abuse. I will ensure the laptop is carried in the carrier provided (or similar protective case) when transporting the computer from one location to another. I will refrain from placing stickers on, or marking/writing on the computer.

Summer Check-Out: I understand that I may take this laptop home over the summer for District and educational purposes. The laptop will return with me to my school/office on my first contract day of the next school year. If, for any reason, I do not return the following school year I will deliver the laptop to the Technology Department or District Office as soon as that decision is made.

Policy/regulations: In my use of this and all technology equipment belonging to the school District, I agree to be bound by and comply with District Policies and Regulations governing the use of electronic information services, including but not limited to District/Governing Board Policy and Regulations. Internet Acceptable Use Policy and Password Policy both copies of which are available to me on the district website at:

<http://webserve.tcusd.org/TCUSD3/index.php/department-technology/>

My signature indicates that I agree to the terms listed above:

Employee Signature: _____ Date: _____

To be completed on District check-out day:

I certify the property was returned in good condition with any exceptions noted on the back of this authorization form.

Employee Signature: _____ Date: _____

Tech Dept. Signature: _____ Date: _____

Governing Board Approved: August 3, 2016.