



GREENE COUNTY SCHOOL SYSTEM

101 E. Third Street ~ Greensboro, GA 30642

Last Name, First

Staff (Certified) Staff (Classified) Student _____

Technology Equipment Loaner Agreement Form

Name: _____ School/Department: _____ Grade: _____

DOB: *(mm/dd/yy)* _____ Home Phone #: _____ Cell Phone #: _____

Home Address: _____

You are borrowing the following technology item from the Greene County Board of Education.

Item Description

Make & Model #

Serial/Service Tag

GC Tag ID#

Check-Out Acceptance Signatures

Additional Accessories

- Laptop Case
- Docking Station
- ___ power cord(s)
- Additional items *(see back)*
- Issues/Notes *(see back)*

By signing below, you agree to accept Greene County School Systems terms for borrowing technology equipment.

Signature Date Approved by (Administrator): Date

Parent/Guardian: (if necessary) Date Authorized Witness: Date

Item will be checked out for: Current School Year - Summer - Temporary Loaner and will be returned by the following date: _____

Check-In Verification Signatures

Accessories Returned

- Laptop Case
- Docking Station
- ___ power cord(s)
- Additional items *(see back)*
- Issues/Notes *(see back)*

Signatures below serve as verification that the borrowed equipment above was successfully checked in. Please make note of any issues with returned equipment.

Signature Date Authorized Witness: Date

Question for Greene County School System Employees Only

Will you be returning to the same school in the fall?: (circle one) YES NO*

- I will not be returning as an employee of the Greene County School System
- If you are transferring to another school, which one? _____

Terms and conditions for borrowing technology equipment:

- The person listed above is responsible for the proper care and use of all equipment checked out to them. All equipment must be used in accordance with local and federal law and school policy.
- The school system will not be responsible for any special, incidental, indirect or consequential damages caused by the computer and/or peripheral equipment checked out to them.
- The school system is not responsible for any data/information on the storage devices (floppies, hard drive, data cartridge, CD-ROM etc.) It is the employee's responsibility to back up all data/information.
- If equipment is stolen, the employee must notify the proper authority so that a police/security report may be completed and forwarded to School's Fixed Assets Department.
- Fixed Assets personnel and various auditors may perform spot inspections of departmental equipment from time to time.
- You must operate equipment in accordance with the School's Telecommunications Policy.
- You are responsible for stolen, lost, or damaged equipment including replacement costs at fair market value. If you are an employee of the Greene County School System, costs may be deducted from your payroll. Should you not pay for these costs, the District may pursue other legal collection measures. You also agree to be responsible for any costs the District is forced to incur to collect the balance due, including attorney's fees or court costs.
- The school will not be responsible for any expenses incurred by the use of the equipment.
- All equipment must be returned in good operating condition with no damage beyond normal wear and tear.
- You must notify the Technology Department immediately of any and all problems associated with the equipment.
- It is your responsibility to return and check-in all borrowed equipment to the appropriate personnel.

Office Use: Entry made in Destiny CHECKED OUT CHECKED IN

TECH-09/2010