

Lending Policies

In consideration of the equipment indicated below, this agreement is made between Telluride School District R1 ("TSD") and employee to whom the equipment is issued. By signing below, employee agrees to the following:

- Employee is responsible for returning the equipment received to TSD upon demand or upon employee's resignation or termination from TSD in the same condition as issued. Normal wear and tear will be considered.
- The responsibility for the care and safeguarding of the equipment is solely that of employee.
- In the event of theft of the equipment, employee is responsible for filing a police report, in all its parts, and presenting said completed report to their principal and TSD. If the equipment is lost, stolen, damaged or destroyed employee is to pay TSD for replacement cost, but employee can have amounts deducted from his/her paycheck over a reasonable number of pay periods. Employee should consider adding the laptop to their homeowner or renter insurance policy.
- Equipment is to be used by employee solely in conjunction with employee's performance of duties in the course of employment for TSD.
- Employee has read, understands and agrees to abide by the Board's Staff Use of the Internet and Electronic Communications (File: GBEE) Policy.
- Employee will only install legally licensed software on the unit.

Per this document, I agree to return equipment to the TSD upon demand, or upon my resignation or termination from employment with TSD (a "Retiring Event") in the same condition as issued. If I fail to return the equipment upon demand or the occurrence of a Retiring Event or before my last day of employment with TSD, I authorize Payroll to deduct the replacement cost from any paychecks owed to me by TSD. In the event the replacement cost of the equipment exceeds the amount of pay owed to me, I agree to pay TSD, upon demand, the total cost of the loaned equipment. By signing, I confirm that I will maintain the equipment, utilize the equipment solely in the performance of my duties, and follow all policies and procedures for use of TSD equipment, including the Board of Education's Acceptable Use Agreement and Electronic Mail Policy. I also agree that I will only install legally licensed software and keep a current record of all software installed on laptop. I have read and agree to the conditions of this agreement.

Employee Signature	Name (Please Print)
Employee's Social Security Number	Street Address
School / Department	City, State, Zip
Date	Home Phone

I have received the following: (please "X" if applicable)			
	Laptop/Notebook	Serial Number:	TSD ID:
		Serial Number:	TSD ID:
		Condition:	
		Replacement Cost:	
	AC Adapter / Power Cord		Peripheral Cables
	Carrying Case		Peripheral Devices (i.e. mouse)
	VGA Adapter		External drives
	Other		

Telluride School District USE ONLY	
Approved By: _____ Director of Technology	Date Assigned: _____
Returned to Technology Department: _____	Date Returned: _____

Distribution **Original:** Telluride School District Technology Director
 Copies: Employee
 Principal