

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

708-AR-4. REQUEST TO BORROW LAPTOP COMPUTER

I, _____, an employee of _____ School District, request to borrow a district laptop for the time period of _____ to _____.

1. I sign this form as a condition of checking out a laptop computer to bring home as needed for academic and professional use.
2. I assume responsibility for any damage to, and responsibility for, the repair and/or replacement of the computer while it is in my custody.
3. I assume responsibility for any unauthorized use of the computer while it is in my custody and will supervise its use to see that the computer is used only for academic and/or professional purposes.
4. I will assume responsibility to pay for any damage, repair, and/or replacement for any damage done to district hardware or software which may result from my use of the laptop computer.
5. I will not add, remove, or copy any programs, software, or information in a manner which may violate copyright laws, Board policy or administrative regulations.
6. I have reviewed the Board's Acceptable Use policy, Mobile Technology policy and administrative regulations.

Staff Member

Date

Principal or Supervisor

Date