Community Consolidated School District 62
Technology Staff Equipment Check-out

I_____am borrowing computer equipment from CCSD62. I understand I am financially liable for any loss, damage, theft, and abuse to this items that I borrowed.

I agree to the following:
- -Turning off the computer before transporting
- -Computer only being used by the borrower
- -Unplugging power supply before moving computer
- -Never leaving in hot car or in direct sunshine
- -Never eating or drinking nearby computer
- -Allowing computer to get to room temperature before turning on.
- -Never installing any additional hardware or software on this computer
- -Complies with all provision of the District Acceptable Use Policy

The Technology department has the right to ask for the equipment to be returned for service at any point during the period borrowed and the borrower will promptly return the equipment to the tech office in Administration Building (777 Algonquin Rd) if requested.

All Devices will be returned configured for the individual District 62 user and setup to log to District wireless (62-Wireless) with their email credentials. As of June 15 2015 all non district devices will need to be logged to District wireless other than for guest.
Any devices on District 62 wireless may be tracked and /or monitored with remote software

All the following equipment must be returned by the First Staff Attendance Day of 2015/2016

Date Borrowed_____
Last Name_____ First Name_____

Address_____City_____State___Zip_____

Summer contact#_____Home School_____

Model	Serial Number	Asset Number

Additional Peripherals (power supply, cords, etc.)_____
_____

Principal approval:_____Returned Date:_____
Or
Tech Dept. authorization_____ReturnedTo:_____

LMC Department authorization_____