

**Manchester Public Schools
Educational Technology Equipment
Loan Agreement**

The district allows/encourages its certified teachers to take computers/technology home **to use for purposes of instruction**. The purpose of this form is to clarify the procedures for and document the occurrence of such loans to protect both the borrower and school district from any misunderstandings. All loans of technology equipment must conform to the following conditions:

1. This form must be utilized and completed for all loans of technology equipment.
2. The borrowed equipment is for the educational use of the employee only. Computers may not be used for any profit or nonprofit business or for illegal purposes.
3. All technology loans require the prior approval and signature of the building administrator.
4. Technology equipment that is needed for any instructional program (e.g. summer school) or that is scheduled for maintenance or updating during the proposed loan period may not be borrowed.
5. The teacher must return the borrowed technology to the school on the date arranged with the building administrator.
6. The borrower must not install or download any programs onto borrowed computers without prior authorization from the Information System Department.
7. The borrower acknowledges they have no expectation of privacy for any documents, files browsing history, or temporary files that may remain on computers when they are returned.
8. If the borrowed computer/technology is damaged from normal use, it should be returned to the school system for repair by Information Systems.
9. If the borrowed computer/technology is damaged from gross negligence or is stolen, the borrower must submit a claim to their homeowners/renters policy.

I agree to the terms stipulated above:

Teacher (Printed)	School
Teacher Signature	Equipment Model
Date Borrowed	Serial #
Agreed Latest Date of Return	Room equipment came from
Signature Principal (or designee)	
Actual Return Date	Acknowledgement of Return Signature

The secretary is requested to make and distribute three copies of the signed form to:

1. the teacher, 2. the building administrator or their designee, 3. the building's Information Systems Technician.

Revised June 2009.

The most current version of this form is available on the District's Educational Technology Department Website. Questions about this form should be directed to the Supervisor of Educational Technology.