



Each employee or student that takes home a CPU, laptop, handheld device, etc. must complete the Employee/Student Digital Equipment Check-out Agreement. Items need to be returned at the end of each year and checked out again completing a new form. (11-month or 12 month employees may keep the item but complete the form at the end of June each year). The form may be found on the Media Programs' website.

This agreement should be filed in the school's media center unless employee is located at a BOE central facility such as the BOE office, technology office, FAC, stadium, and/or the transportation or maintenance offices. This agreement must be housed in the Technology Office for those employees.

**Personal Information**

Employee Name/ Student Name (Please Print) \_\_\_\_\_

School / Building \_\_\_\_\_ Phone number (where you can be reached) \_\_\_\_\_

Email address \_\_\_\_\_

My home insurance /renters' insurance policy and number are \_\_\_\_\_

**Computer Equipment Information**

Brand Name of a CPU, laptop, handheld device, scanner, printer, etc.: \_\_\_\_\_

Asset/Trojan # of Laptop or Handheld \_\_\_\_\_

Other items to be checked out: \_\_\_\_\_

Date checked out \_\_\_\_\_ to be returned by \_\_\_\_\_ (date)

**Agreement and Signatures**

- I understand that if I do not supply the Lamar County School System with my home insurance or renters' insurance information I will be held accountable for the cost of the deductible if not returned.
- As a parent of the student named above, I understand that once my child has checked out a laptop or handheld item, I am responsible for the item and my child's website surfing. I understand that once my child leaves the school and/or system premises that he/she will have access to any website for which he/she searches. The Lamar County School System has implemented Internet restrictions to comply with the CIPA law while students are on campus.

**Employee / Student Signature** \_\_\_\_\_ Date \_\_\_\_\_

**Parent Signature** (required) \_\_\_\_\_ Date \_\_\_\_\_