

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

Revised 05/15/14

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. Only laptop computers may be borrowed. Desktop computers are not to be loaned.
3. 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.
4. All technology loans require the prior approval of the building administrator.
5. 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.
6. The teacher must return the borrowed technology to the school on the date arranged with the building administrator.
7. The borrower must not install or download any programs onto borrowed computers without prior authorization from the Information Systems Department.
8. 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.
9. If the borrowed computer/technology is damaged from normal use, it should be returned to the school system for repair by Information Systems.
10. 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 Name	School Name
Date Borrowed	Equip Make & Model
Agreed Latest Date of Return	Serial #
Principal/Designee Name	Room Equipment Came From
Actual Return Date	Asset Tag Number
	Equipment Received By

The secretary is requested to email the form to the following people:

1. The teacher
2. The building administrator or their designee
3. The information systems email account