CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
GREENWOOD COMPLEX FIRST AID STATION EQUIPMENT LOAN AGREEMENT

Employee Name: _____ School: _____

Home Address: _____

Home Phone: _____ **Cell Phone:** _____

E-mail Address: _____

IMPORTANT: Include all components and accessories, including cases, chargers, etc.

Item Description	Serial/ID Number	Date Issued/ Issued By	Date Returned/ Receiver
MacBook/iBook/Dell power adapter cord AV adapter, security cable			
Serial number of computer left for repair			

I understand computers are provided by the Clarksville-Montgomery County School System for district business use only.

Laptops in the classroom must be secured using the security cable issued with the computer at all times and properly stored during non-work hours.

I agree to properly care for and maintain the computer. Such care includes, but is not limited to: storing the computer in a safe place away from excessive heat, moisture, dust, high traffic, etc., setting the computer up in an area similar to an office atmosphere and protecting the equipment from power surges.

Unlicensed software is not be loaded onto any CMCSS computer. Licensing questions should be directed to the school Technology Coordinator or the Chief Technology Officer.

If you install software from your home internet service provider, you are expected to know how to reset it for the school connection. Only CMCSS equipment may be attached to this computer.

Installation of incompatible applications may result in a repair charge.

I have read and agree to the terms of the Clarksville-Montgomery County School System's Technology Acceptable Use Policy (TCH-A002).

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I acknowledge receipt of the equipment listed above and responsibility for the care and security of each item. I agree to the terms of the loan for each item and take full financial responsibility for replacing said equipment if it is damaged, lost or stolen as a result of my negligence.

I understand all equipment remains the property of the Clarksville-Montgomery County School System and I am to return the equipment issued on this form when my computer is repaired. Failure to return equipment as agreed herein may result in disciplinary action taken against me.

I further agree that all loaned equipment must be returned and properly checked in by my supervisor upon termination of my employment with Clarksville-Montgomery County Schools.

_____	_____	_____
Employee Signature	Date	Employees Name (Printed)