



BURBANK UNIFIED SCHOOL DISTRICT
Technology Services / Instructional Technology

District Equipment Home Use Agreement

I have received the following equipment listed below to use at home for teaching and district-assigned work. By accepting the possession of equipment and software, I agree to the following:

- I understand it is to be used for District-related work only and per School Board Policy 4040 *Employee Use of Technology*.
- I shall not modify, sell, lease or otherwise grant anyone rights to the equipment.
- I shall adhere to the District's rules and regulations governing the use of the equipment and software and comply with all applicable copyright and other regulations regarding the software.
- I will take extra care of this equipment, treating it as my own, and keeping it clean (no food).

I agree to accept the equipment and software "as is." In no event shall the District be liable to me for my use of the equipment. I understand that in case of theft, I will file an official police report and inform my school immediately. I understand the District may request the equipment and software be returned at any time. Upon request by the District or termination of the Agreement, I must return the equipment to the District, in the same condition as on the beginning date, minus reasonable wear and tear excepted.

Some common-sense actions you must take to protect the equipment, software and confidential data that may be on the equipment include, but are not limited to the following:

- Do not leave unattended in a car, an unlocked home, or in a public place (i.e., fast food locale/ coffee shop).
- Keep information password-protected, log off when you are away from your computer.
- Protect from liquids or dampness.
- Protect from extreme temperatures (i.e. do not leave in the trunk of a car for long periods).

I agree to the terms of this agreement:

Employee Name (print)

School Site

Personal Email: _____

Home Phone: _____ Cell Phone: _____

Equipment: _____ Asset Tag: _____ S/N #: _____

Equipment: _____ Asset Tag: _____ S/N #: _____

Equipment: _____ Asset Tag: _____ S/N #: _____

Notes/Cabling/Adapters: _____

Employee Signature

Date

Principal/Designee Name (print)

Signature

Date