

STAFF LAPTOP COMPUTER LOAN FORM

Laptop Make:		Model:	
Serial Number:		School:	
Replacing Laptop	S/N:	Model	

In consideration of the Niagara Falls City School District permitting my use of the above-described equipment or software at school or off district grounds, and intending to be legally bound, I agree to the following:

I acknowledge **receipt** of the above-mentioned **hardware / software**.

I agree to take the necessary precautions to ensure the continued working condition and security of the above-mentioned hardware / software. In the event of **damage / malfunction**, I will report this to the district computer Help Desk.

If the above-mentioned hardware / software is **lost, stolen, or vandalized on school grounds:**

I will notify my school principal, I will file a police report, I will copy the police report to my principal and to the Administrator for Information Services.

If the above-mentioned hardware / software is **lost, stolen, damaged or vandalized off of school grounds:**

I will follow the same procedures as outlined above, and I will reimburse the Niagara Falls School District an amount up to \$500 based on replacement cost or insurance deductible.

I agree to **return the above-mention hardware / software**, complete and in working order:

Upon request of the Administrator for Information Services, upon termination of employment with the Niagara Falls City School District, upon transfer within the school district in a job area not assigned a laptop computer.

I agree to abide by all **software copyright laws** and / or the District **Acceptable Use Policy** adopted by the Board of Education. I understand that I may not load any software onto my laptop not legally licensed by the Niagara Falls School District without the specific permission of the Administrator for Information Services.

Name (please print) _____

Signature: _____ Date: _____

Return Equipment to Information Services, Central Office

Received by: _____ Date: _____
(Initial each item returned and in working order)

Below is a list of components included with your laptop computer and the charge for each if lost, stolen, or not returned with the system as per the contract on the reverse side of this document.

Initial each item included with your computer system.

- Laptop carrying case (\$50.00)
- AC adapter (\$75.00)
- Lock if supplied (\$20.00)
- Ethernet / s-video cables (2) (\$15.00 ea.)
- Other (please note) _____