

## Loan of District Technology Equipment

In an effort to promote adoptive technology skills among district staff of the LCSD, staff members are allowed to borrow district-owned equipment during extended times. It is necessary however, that such loans be on record and that equipment be returned at the end of the specified time.

It is also understood that the equipment will be returned in the same working condition in which it was borrowed, allowing for reasonable "wear and tear" due to normal use. The borrower assumes responsibility for any loss or damage beyond reasonable use.

Staff Responsible for Equipment:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address \_\_\_\_\_ Phone (Home): \_\_\_\_\_

Equipment Type: \_\_\_\_\_ LCSD Number: \_\_\_\_\_  
Model: \_\_\_\_\_ Serial Number: \_\_\_\_\_

**Date Taking Equipment:** \_\_\_\_\_

**Date Expected to Return Equipment:** \_\_\_\_\_

Please state in writing your purpose, goal, project, or research reasons with using this equipment. Evidence of increased use of technology in the classroom will be required.

I will personally be financially responsible for adoptive equipment replacement if broken, stolen or lost. No material or applications will be downloaded to the district equipment that has been borrowed. i.e. music, programs, videos, games, etc

Staff Taking Equipment: \_\_\_\_\_

Date \_\_\_\_\_

Signature: \_\_\_\_\_

Technology Department Signature: \_\_\_\_\_

Date \_\_\_\_\_

### **Return Procedure:**

Equipment must be returned in person to the Technology Service Department on or before the expected date. Do not leave equipment in one of the main offices.