



Coldspring-Oakhurst Consolidated Independent School District Employee Technology Equipment Agreement

Staff members at Coldspring-Oakhurst CISD are assigned certain technology equipment as part of their regular responsibilities in the school. When this equipment is used on school property or in school events, the service, repair, or replacement will be the responsibility of the school district. Employees are expected to take proper care of all such equipment and to assist with needed inventory tasks associated with the equipment.

When such equipment is removed from the school site, the district's liability policy is limited. Therefore, staff members must assume full financial responsibility when equipment is off premises. The staff member will be required to complete an equipment agreement and a device inspection form during the checkout process. The equipment inspection must list the serial number and inventory number of each item.

The employee should ensure that this equipment is covered by their homeowner's or renter's insurance or be prepared to reimburse the district at replacement cost should the item be stolen, damaged, or lost.

The Employee acknowledges that he/she is responsible for the care of this equipment and for returning this equipment to the District upon request. Subject to Texas Education Code 31.104(e), the Employee is responsible for reimbursing the District for any loss or damage to the equipment while in possession of the Employee.

This policy remains in effect under a perpetual renewal agreement, unless otherwise amended in writing.

The employee's signature below accepts this equipment and agrees to all conditions as outlined above.

Employee Information

Last Name <i>(Please print)</i>	First Name <i>(Please print)</i>

Signature	Date