



# MONROE-WOODBURY CENTRAL SCHOOL DISTRICT

## DEPARTMENT OF INFORMATION SERVICES

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### MONROE-WOODBURY CENTRAL SCHOOL DISTRICT COMPUTER EQUIPMENT SIGN OUT FORM

USER NAME: \_\_\_\_\_

Relationship to User:     Self                                       Parent/Guardian                                       Teacher

<u>Type of Equipment</u>	<u>Inventory #</u>	<u>Serial # &amp; MAC Address</u>	<u>Sign Out Date</u>	<u>Return Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I agree to abide by the following rules when signing out computer equipment:

1. Equipment must always be transported in a reasonable and responsible manner. Most damage is done when equipment is being moved.
2. The borrower assumes all responsibility for the equipment while it is in his/her possession. All equipment is in good working condition when it leaves District premises, and the expectation is that it will be returned in good working condition. You may have been issued accessories for the equipment, which may include but is not limited to a power supply, belt clip case, charger and/or ear phones. You are responsible to replace these accessories if they are broken, lost or damaged.
3. District purchased/approved software and applications will be installed by the Monroe-Woodbury Department of Information Services. Monroe-Woodbury will not maintain or support any personal applications, software, downloads or data the user chooses to install. User accepts full responsibility for any resulting problems or damage as a result of these personal downloads.
4. If any repairs are required, please contact the Monroe-Woodbury Department of Information Services at 845-460-6600.
5. Any interface devices, which may be in the computer, must not be removed, nor should any different interface devices be put into the machine.
6. I understand that this equipment is owned by the Monroe-Woodbury Central School District and will be returned:

At the end of the current school year (20\_\_ - 20\_\_)     On this date: \_\_\_\_\_

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

Approval: \_\_\_\_\_ Date: \_\_\_\_\_