



Exhibit – Reference Policy #3514, #6142.10

**Mount Laurel Township Schools
Technology Equipment Loan Form**

Print Name:	_____	School/Department/ Grade:	_____
Type of Device:	_____	Model/Serial #:	_____
Asset Label #:	_____		

An employee who has been issued an electronic device is responsible for the device at all times inside and outside of the school district. There should be no expectation that stolen or damaged devices will be replaced with similar equipment. Only software with appropriate licenses owned by the Mount Laurel Board of Education can be installed on the device.

By signing this form the user accepts the following conditions:

1. I am in receipt of an electronic device that has been assigned to me by the Mount Laurel Board of Education to help me complete my assigned tasks.
2. I understand that the device is the property of the Mount Laurel Board of Education and I will use it in accordance with Equipment policy, number 3514.
3. I will be personally responsible for the replacement cost of the device if not returned to the Mount Laurel Township School District.
4. I will not modify the device, change the configuration of the equipment in any way, or disassemble any part of the device or attempt any repairs. The software on the device is the licensed property of the Mount Laurel Board of Education.
5. I will not allow any other individuals to use the device.
6. In the event that I lose or there is a malfunction of the device, I will immediately notify the technology department.
7. I will return the device in the same condition in which it was provided to me. I understand that I am personally responsible for any damage to this electronic device if directly attributable to my personal negligence.
8. I understand that a violation of the terms and conditions set out in the Mount Laurel Board of Education Internet Safety and Technology policy, number 6142.10, will result in the restriction and/or termination of my use of Mount Laurel Board of Education's technology.
9. I understand and agree that I am responsible for the proper handling, storage, use and care of all district technology used throughout the day.

_____	_____
Employee Signature	Date
_____	_____
Technology Staff	Date
_____	_____
I certify that the equipment listed above has been returned	Date

**Board of Education Adopted: First Reading – August 26, 2014;
Second Reading and Final Adoption – September 23, 2014**