



San Diego Unified School District

Employee Permit for Use of School Property
(An Adaptation of District Procedure 5375)



Employee's Name _____ Date _____

School LINCOLN HIGH SCHOOL Room # _____

Equipment: **Lenovo Tablet PC** **Yoga Laptop** **Lenovo PC Laptop** **Mac book**

Serial Number _____ District C TAG Number _____

Y2, Y3, Y4: Power adapter _____ Stylus (pen) _____ Mouse _____ External DVD _____ Laptop Case _____
Y1 & Y5: All the kits provided through the training (HDMI, USB-Ethernet, mouse, DVD, Control device, power adapter, etc..)

Employee agrees to the following terms of care and use of the classroom presentation station laptop computer. Please read, check all boxes, and sign below before computer is assigned to you, the user.

- I know that I will return it to the school site after the last day of my assignment or at the end of school year _____.
- User follows district Acceptable Use Policy (AUP). (*AUP should be presented to user with this document.*) Use of the laptop is a privilege assigned by the school Principal and not a right of the assigned user. The Principal can revoke this privilege if the computer is used inappropriately or physically abused.
- User can take home the laptop on weeknights as long as it is returned for class the next morning. User can take the computer home for the weekend as long as it is returned to class on Monday or after a holiday. (Principal will determine use for winter/spring breaks, off track days, and summer.)
- User agrees to keep laptop clean and maintain updates of operating system. User will report OS/hardware problems needing to go to district maintenance.
- In case of laptop theft outside of school property, user will file a police report with their local police or Sheriff department.
- User agrees to hold the San Diego Unified School District, its governing board, and its officers and employees harmless of any and all liability arising from any injury or loss resulting from the condition or use of the laptop.
- User will return the Tablet/Yoga PC or student device on or before the last day the staff member is assigned to the school.

Employee's Signature _____ Date _____

Principal's Signature _____ Date _____

The above-identified equipment was returned:

_____ Undamaged and in good working order _____ Damaged (attach written description of condition)

Principal's Signature _____ Date Received _____