

SOUTHERN COLUMBIA AREA SCHOOL DISTRICT

**800 Southern Drive
Catawissa, Pa 17820**

EQUIPMENT LOAN AGREEMENT

TERMS AND CONDITIONS FOR BORROWING SCHOOL DISTRICT COMPUTERS & EQUIPMENT

The Southern Columbia Area School District and its Board of Education encourages computer usage in the classroom by making available computers for teachers to borrow under specifically defined rules to assure the preservation of school property. The purpose and intent of making equipment available for loan to teachers or other staff is enhancing their learning opportunity for the use of computers and other technologies, or for using computers to enrich their curriculum materials.

TODAY'S DATE: _____/_____/_____ Location _____

NAME OF BORROWER: _____

BORROWER'S ADDRESS: _____

HOME PHONE NUMBER: _____

WORK PHONE NUMBER: _____

LOAN PERIOD: FROM: _____ TO: _____

Item(s) Borrowed	Manufacturer/ Model Name	Fixed SCA Asset No.	Serial Number
Computer			
Printer			
Other:			
Other:			

BORROWED EQUIPMENT INFORMATION

I acknowledge receipt of the above item(s) in good condition and agree to be bound by the terms and conditions below: (on the following page)

BORROWER'S SIGNATURE: _____ DATE: ____/____/____

TECHNOLOGY COORDINATOR APPROVAL: _____ DATE: ____/____/____

BUILDING PRINCIPAL AUTHORIZATION: _____ DATE: ____/____/____

COPIES OF THIS AGREEMENT WILL BE MADE IN TRIPLICATE:

Copy 1 - Building Technology Coordinator; **COPY 2**- Building Principal; **Copy 3** -Borrower

District "Borrow" Policy Draft- BJM 6/3/11

EQUIPMENT LOAN AGREEMENT

To borrow a computer and/or other equipment from the Southern Columbia Area School District, the Borrower must be adhered to the following conditions:

- 1.Computers or other equipment can only be loaned to employees of the Southern Columbia Area School District and/or those designated by a school district administrator as adults directly affiliated with on-going school programs.
- 2.Such loaned computers/equipment is to remain in the home or care of the said Borrower, and should be utilized only by the said borrower.
- 3.If any loaned equipment is "borrowed" by another district employee on a temporary basis, then the said employee should complete a **District Equipment Loan Agreement** for the period for which it will be used, and they will assume temporary responsibility as outlined in the agreement.
- 4.The Borrower will exercise all care over the computer/equipment to preserve it from loss, theft or damage. They will ensure that the computer is secure as far as practicable (by always locking classroom or office doors, locking notebook computers in a filing cabinet when not in use, never leaving notebook computers in a car unattended, etc.) Staff taking notebook computers home are recommended to do so in a properly padded computer bag or briefcase for protection.
- 5.The Borrower is **fully responsible and totally liable for all damage and/or loss** of the computer/equipment while in his/her possession; this also applies to the transporting of the loaned equipment between the school and the home of the borrower.
- 6.In the event that the Borrower's negligence or improper use causes loss or damage to the equipment, the Borrower further agrees to pay the costs of replacement or any repairs to the equipment up to the limit of \$1500 per equipment.
- 7.The borrower further agrees that the loss of the equipment or the failure to return it by the due date may result in extra charges except in circumstances where such loss or failure to return the equipment is beyond the Borrower's control, or NOT the result of the Borrower's negligence or improper use of the equipment, or the Borrower's failure to exercise reasonable care of the equipment.
- 8.The borrower will comply with all the guidelines of the Southern Columbia Area School District's Acceptable Use Policy, which outlines proper and ethical use of any school district equipment.
- 9.The Borrower is expected to back up their data ensuring that no data is lost if a computer problems arise, and is expected to report any software or hardware faults of the said computer or equipment.
- 10.The Borrower will not remove or make copies of any software that is on a computer that is licensed to the school district, nor shall they install any additional software without the said permission of the building technology coordinator.
- 11.Before receiving a computer or other equipment, the Borrower must complete the attached **EQUIPMENT LOAN AGREEMENT**, and submit it to their building Technology Coordinator for approval. Final authorization and loan approval will be granted by the building principal. Sufficient notice (at least 48 hrs) should be given to allow for any preparation of requested computer equipment.
- 12.District-owned computer equipment may be loaned only for the period designated on this form. This equipment must be returned on or before the designated date. The loan period for a computer should not exceed one school year. After one year, you must complete a new equipment loan document.
- 13.The loan is only valid as long as the Borrower is affiliated with the Southern Columbia Area School District. If the Borrower loses affiliation with the Southern Columbia Area School District., they must return the loaned computer equipment immediately.

I HAVE READ THE INFORMATION ABOVE:

BORROWER'S SIGNATURE : _____, **DATE** ____/____/____

COPIES OF THIS AGREEMENT WILL BE MADE IN TRIPLICATE:

Copy 1 - Building Technology Coordinator; **COPY 2**- Building Principal; **Copy 3** -Borrower

District "Borrow" Policy Draft- BJM 6/3/11

PAGE 2 (of 3)

EQUIPMENT LOAN RETURN PROPERTY RECEIPT

Check #1 or #2, whichever applies:

- _____ **1.** The item(s) listed on this agreement have been returned in good working condition (or the same condition when borrowed) and the borrower is relieved of any claim for damages.
- _____ **2.** The item(s) listed on this agreement have been returned in a damaged condition (or have been lost). The cost arising for repair or replacement shall be the responsibility of the borrower.

Description of Noted Damage or Loss to Computer Equipment:

Estimated cost for repair/replacement: _____

**Person Authorizing Return and/
or Damaged Computer Equipment**

DATE: ____/____/____

Borrower

DATE: ____/____/____

COPIES OF THIS AGREEMENT WILL BE MADE IN TRIPLICATE:

Copy 1 - Building Technology Coordinator; **COPY 2**- Building Principal; **Copy 3** -Borrower

District "Borrow" Policy Draft- BJM 6/3/11

PAGE 3 (of 3)