



Macon County School System

31 Buck Creek Bypass, Oglethorpe, GA 31068
Technology Department

Statement of Responsibility for Use of Federal Equipment

Name: _____

Location: _____

Item Name	Replacement Cost	Asset Tag	Serial Number

Responsibility

1. I understand that I am responsible for any equipment checked out to me from the media center, school, or department, and I agree to take all reasonable precautions to protect it. I understand that I may be held liable by the school/department administrator and grant administrator for any loss, damage or criminal acts that may occur. I understand that equipment should never be left unattended and must be locked in a secure area when not in use.
2. I agree that I will be financially responsible for repair or replacement of this equipment due to any loss or physical damage while it is checked out to me if the school/department administrator determine I am at fault.
3. I agree that if I am held responsible for the loss, damage, or theft by the school/department administrator and grant administrator and I have not reimbursed the school system or replaced the equipment by the end of the fiscal year, the current replacement value will be deducted from my employee pay. If my employment with the school system ends prior to the fiscal year, the deduction for the value of the equipment will come from my last paycheck.
4. I understand that if any equipment I have checked out is stolen or I suspect is stolen, I must notify the school/department administrator and school resource officer to report the theft immediately. If the theft occurs off school grounds, a copy of the police report should be submitted to the administrator and SRO.
5. I understand that I should periodically check equipment used by my students for unallowable content.

Guidelines for Use

1. I agree to adhere to the terms and conditions outlined in licensing agreements, including licensing restrictions, copyright restrictions and transfer restrictions.
2. I agree to adhere to the Macon County Schools Acceptable Use policy.
3. I agree to use the equipment for school and not personal use. This includes, but not limited to, not using:
 - a. Personal social media accounts (*ex: Facebook, Instagram, Twitter, Etsy, Pinestrest*)
 - b. Games and apps not for classroom use (*ex: Candy Crush, Bubble Pop, Bingo, Slots, Zillow, Solitaire*)
 - c. A passcode other than the school code (*Should either use the school code or no code at all*)
 - d. Personal, non-instructional videos and pictures (*ex: selfies, family pictures*)

Liability

1. I understand that the Macon County School System is not responsible for loss of data or any damage to files that may occur due to use of the equipment.
2. I understand that all data will be deleted from equipment upon return and that if I want to save my work, I must back up my files to my own media.
3. I understand that grant department representatives, school/department administrators, and school/department equipment contacts have the right to remove content that violates these policies from the equipment at any time.

I acknowledge that I have read the stated policies and that I fully understand the expectations for the use of Federal Equipment.

Signature

Printed Name

Date