

Any USD 308 Hutchinson Public Schools employee who wishes to check-out/use a portable computer off of USD 308 property must agree to the terms and sign the following document.

Request to Use Portable Computer

I, _____, an employee of Hutchinson Public Schools, USD 308, consent to the following while employed by USD 308:

1. I sign this form as a condition of checking out a laptop computer to bring home as needed for academic and professional use.
2. I assume responsibility for any damage to and responsibility for, the repair and/or replacement of the computer while it is in my custody.
3. I assume responsibility for any unauthorized use of the computer while it is in my custody and will supervise its use to see that the computer is used only for academic and/or professional purposes. I further understand that occasional and reasonable use for personal purposes is permitted.
4. I will assume responsibility to pay for any damage, repair, and/or replacement for any damage done to district hardware which may result from my use of the laptop computer.
5. I will assume responsibility to pay for any damage, repair, and/or replacement for any damage done to district software which may result from a virus introduced as a result of misuse of the laptop computer.
6. I will not add, remove, or copy any programs, software, or information in a manner which may violate copyright laws.
7. I will not install on this computer any software not authorized by the school district technology department. (Board policy ECH and its regulations is hereby incorporated into this agreement.)
8. I have reviewed the attached Kansas law.*

Staff Member

Date

Administrator

Date

* A copy of K.S.A. 21-3755a is attached.

** This form will be retained in the office of the Director of Technology.

USD 308 does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in employment or in access to or the use of its programs and activities.