

## ACCESS AND RELEASE AGREEMENT OF LENDING SCHOOL-OWNED TECHNOLOGY EQUIPMENT

### Regulations

1. I have read, understand and agree to comply with Fairfield City School District policies EDE, Technology and Communication Services, EDB, Maintenance and Control of Technology Equipment, and all regulations associated with both policies.
2. I also understand that any violations of the regulations is unethical and may constitute a Criminal offense. Should I commit any violation, my access privileges may be revoked and/or disciplinary action taken.
3. I understand and agree that equipment may be used for the educational and administrative purposes of the Fairfield City School District only as stated in the regulations.
4. I also understand that I am responsible to read documentation addressing additional accidental damage protection for equipment purchased by the district that may be provided. I agree to accept the responsibility of the limitations of coverage, when borrowing school-owned technology equipment for professional use outside the district. This limitation may include, but not be limited to theft, floods, fire and misuse of equipment. I agree to check with my homeowners insurance to verify coverage for borrowing school-owned technology equipment.

Please print the following information:

User Name \_\_\_\_\_

Building \_\_\_\_\_

Position \_\_\_\_\_

School Year \_\_\_\_\_

Equipment (manufacturer/model) \_\_\_\_\_

FCSD Tag Number \_\_\_\_\_

It is agreed upon that I am also in compliance with the EDE, Technology and Communication Services.

\_\_\_\_\_  
Staff Member Signature Date

\_\_\_\_\_  
Staff Member Name, Printed Date

(Approval Date: February 19, 2004; Revised October 20, 2009)

Fairfield City School District, Fairfield, Ohio