

## Appendix B

### ADDENDUM TO JONESBORO SCHOOL DISTRICT TECHNOLOGY PLAN: 1997-2002

#### OFF-SITE USE OF DISTRICT-OWNED TECHNOLOGY

Employees may take district-owned equipment home for use on work-related projects subject to the following conditions:

- 1) the employee has secured written permission from both the building administrator and the district technology coordinator;
- 2) the employee has completed the formal check-out paperwork through the media center so that there is a record of items taken, serial numbers, etc.;
- 3) the employee indicates in writing the willingness to assume the \$500.00 deductible per occurrence for lost, stolen, and/or damaged equipment covered under the district's insurance policy OR the fair market value/repair costs in cases of misuse or lack of proper precautions against damage (i.e., drinks spilled in the keyboard, children stuffing paper into the disk drive, etc.);
- 4) the employee indicates in writing that he/she will be the only user of the equipment during the time it is under the employee's liability; and
- 5) the employee agrees to bring the item to the district technology office for service/technical assistance if the need arises during the time of check-out.

If the equipment is sent home with an employee in order for that employee to complete a pre-approved district-initiated project, the district will assume the responsibility for the \$500.00 deductible as described in Item 3 above.

**REQUEST TO TAKE HOME DISTRICT-OWNED TECHNOLOGY EQUIPMENT**

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_ Telephone \_\_\_\_\_

School \_\_\_\_\_ Position \_\_\_\_\_

Equipment Requested: \_\_\_\_\_

JPS Property ID number(s): \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this a district-initiated project? Yes No If "yes," who initiated the project? \_\_\_\_\_

I have received a copy of and agree to abide by the Administrative Guidelines governing home use of district-owned equipment, including my personal liability to assume the \$500.00 deductible (or fair market value/repair costs) for lost, stolen, or damaged equipment. I will complete check-out procedures through the media center.

\_\_\_\_\_  
Employee Signature Date

I approve this request and will verify that proper check-out procedures have been implemented before the equipment leaves the building. The project for which the equipment is being used is:

\_\_\_\_\_ a district-initiated project at the request of \_\_\_\_\_.

\_\_\_\_\_ a teacher/staff member-initiated request.

\_\_\_\_\_  
Building Principal Signature Date

I approve this request; please notify my office when the equipment is returned to the building and checked in with the media specialist.

\_\_\_\_\_  
District Technology Coordinator Date

**COMPLETE THIS FORM IN TRIPLICATE. (EMPLOYEE COPY, PRINCIPAL COPY, TECH. COORD. COPY)**