

Technology Equipment Responsibility Form

(Applies to district employees assigned technology equipment)

By signing this form, the undersigned acknowledges full responsibility for all information listed. Each item listed should be initialed. Technology equipment and devices are also referred to as district assets. The most common form of technology equipment assigned to teachers and staff members are notebook computers. In addition, the undersigned agrees to waive any right to litigate an inadequate training claim or other negligence claim against St. Johns County Schools for not clearly understanding this procedure.

Initial each item below: *(Applies to all employees assigned District Technology equipment)*

1. _____ I agree to comply with the St. Johns County School District Acceptable Use Procedures.
2. _____ I acknowledge responsibility for asset's physical condition.
3. _____ I acknowledge responsibility for physical security of the asset.
4. _____ I acknowledge responsibility for security of data stored on asset.
5. _____ I acknowledge that use of asset is not authorization for overtime eligible employees.
6. _____ I have read and understand the guidelines listed below referring to lost, stolen or damaged technology equipment that is assigned to me:
 - a. Employees found to be negligent for lost, stolen or damaged technology equipment are responsible to pay the District's net book value for that device but no lower than \$250.00.
 - b. Employees agree to write a personal check (or money order) or have the charges deducted from their paycheck either as a one-time deduction or spread over four (4) paychecks.
 - c. Employees found liable further agree to pay the district in full or begin payments within 30 days of notification but no later than the end of the school year whichever is sooner.

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| Employee Name | | Date | |
| School or Department | | | |
| Supervisor Name | | | |
| Technology Equipment (or device) Information | | | |
| Asset Type + any peripherals (i.e. notebook computer w/case) | | | |
| Manufacturer | | Model | |
| Serial Number | | District Asset Number | |
| Employee Signature | | Date | |