

# Santa Fe ISD Technology Services

## Employee Agreement - Assignment of Classroom Equipment

This agreement is entered into between the Santa Fe Independent School District (SFISD) and named employee. The employee has received the following equipment for School Year \_\_\_\_\_ to \_\_\_\_\_.

**EMPLOYEE NAME:** \_\_\_\_\_

**CAMPUS:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_ **ROOM:** \_\_\_\_\_

INITIALS @ Check out	INITIALS @ Check in	ITEM(S)	TAG #'S	TECH
_____	_____	Document Camera	_____	<input type="checkbox"/>
_____	_____	Diamond Wireless Display Adapter	_____	<input type="checkbox"/>
_____	_____	Projector and Remote Control	_____	<input type="checkbox"/>
_____	_____	Interactive Monitor & Device	_____	<input type="checkbox"/>
_____	_____	IPAD/Android	_____	<input type="checkbox"/>
_____	_____	Teacher Laptop	_____	<input type="checkbox"/>
_____	_____	Student Laptop Cart	_____	<input type="checkbox"/>
_____	_____	Student Laptops # _____	_____	TO
Laptops should be in consecutive numerical order. Use back of form if needed for more information.				

OTHER DEVICES / TAG(S):  Key for Carts  Stylus / Board Pen

COMMENTS: \_\_\_\_\_

By initialing and signing this agreement, He/she understands and agrees to the following:

- He/she is responsible for this equipment at all times and understands Technology Services should be notified of any damages, missing items and/or non-working items ASAP. \_\_\_\_\_
- The employee has inspected the equipment and agrees that it is in good working order at the initiation of the agreement period.
- The employee understands he/she is accountable for the property listed above, and reasonable care is expected in its safekeeping. Equipment owned by SFISD that is assigned to the employee will only be used within the scope of the duties of his/her position and for school-related business.
- The equipment will not be used for personal use.
- Loss, theft or damage to any SFISD equipment should be immediately reported to a supervisor. Any incident that occurs outside of any SFISD location should obtain a police report. If a police report is not provided, the employee may be liable for full replacement value of some items including, but not limited to laptops, ipads, tables, etc.

CHECK-OUT: \_\_\_\_\_

CHECK-IN: \_\_\_\_\_  
Employee Signature / Date

\_\_\_\_\_   
Campus Tech Signature / Date