

MOBILE COMPUTING DEVICE ASSIGNMENT AND USE AGREEMENT FORM

I understand and agree that:

- A. this device is assigned by my school or department and made available for use as long as it is used for work-related activities requiring its use;
- B. I am allowed to take the device home to work on school or District related activities;
- C. only copies of software authorized by the Board are to be loaded on the device and may only be installed after proper authorization by department or school administration
- D. I am responsible for the appropriate use and care of the device and all associated equipment;
- E. I will be required to present the device for inspection during the annual inventory audit of property owned by the school system;
- F. I will exercise due diligence in safeguarding the device and associated equipment from loss, damage, and theft;
- G. this would include such precautions as storing the device in a locked cabinet when not in use, not leaving the device in a car, and properly securing during meetings/conferences. If it is found that due diligence was not exercised in keeping this property secured, assignee could be held financially responsible for the cost of replacement or repair (whichever is applicable).
- H. at the appropriate time for replacement, or at termination of employment (whichever occurs earlier), I will return the device to the department or school for reassignment or removal from active inventory, whichever is applicable;
- I. I will not be held financially responsible for any repairs resulting from normal and ordinary use of such equipment.
- J. I have read and understand AP 7540.08 Mobile Computing Device Assignment and Use Procedure.

Assignee Name (Print): \_\_\_\_\_  
Last First

School/Department: \_\_\_\_\_ E-mail: \_\_\_\_\_

Property Record #: \_\_\_\_\_ Serial/Service Tag #: \_\_\_\_\_

**Approval of Issuance:**

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

Department/School Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**Return of Device:**

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

Department/School Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

4/07  
5/24/11