Date	Employee's Signature	District Representative

PALMYRA AREA SCHOOL DISTRICT
COMPUTER SIGN-OUT FORM

Before the equipment listed below ("the computer") can be taken from the Palmyra Area School District premises, you will need to complete the information below and provide the form to the Technology Coordinator.

Type of Equipment	Model #	PASD #	Serial #	Date Received	Date Returned

I, the teacher, whose signature appears above, understand this School District computer, whose primary function is for classroom instructional purposes, can be taken home temporarily, by me, during the year. However, I agree that I must return the Computer to the building/room from which it was removed (or such other School District location identified by the School District): (a) prior to the end of the current school year; (b) when students are in session; and (c) at any time(s) teachers report to school. I understand the School District may revoke the permission for removing Computers from the School District premises, as described herein, at any time and with or without reason.

I further agree that (without limiting the foregoing):

1) I will, upon request, deliver the Computer to the technology department to provide it with the opportunity to perform any repairs/updates.
2) It is my responsibility to notify the tech services personnel of any needed repairs. Until this machine is serviced, it may not be checked out.
3) I agree that I will not install any software on this laptop.
4) I am responsible for all damages or loss to this Computer and its peripherals when it is off School District premises. If my personal insurance company does not cover damage or loss to the Computer, I agree that I am personally responsible for all damage(s) or loss.
5) I understand that my use of the Computer is subject to all other School District policies including (without limitation) the School District's Acceptable Use Policy, which I acknowledge I have read and understand. I will take reasonable precautions to protect the Computer from use by anyone other than myself, from theft, and from any viewing or transferring of data or materials thereon by anyone other than myself.

Reminders on care of this machine:
Do not expose computers to moisture, liquid, food crumbs, or extreme heat and/or cold. Carry all laptops and other Computer equipment in a sturdy bag, tote, or briefcase with handle.