**Electronic Device Checkout**

 **Device Type:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Approximate Value:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Serial No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Tag No:**  \_\_\_\_\_\_\_\_\_ **Condition:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check Out Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Return Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name *(first and last):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rm No: \_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: *(street, city, state, zip)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yazoo County School District expects the users of district-owned devices to use them in a responsible, appropriate, and legal manner. By signing below the user understands following:

* The device listed above is the property of Yazoo County School District and issued for the purpose of conducting school business. It is intended only for the use of the person to whom it is assigned. It shall not be loaned to anyone, including family members.
* The device may be taken home or to other locations after school hours; however, the user is responsible, at all times, for the care and appropriate use of the device.
* The user will report to their immediate supervisor immediately if the device is lost, stolen or damaged, **and may be held financially responsible, if negligence is suspected.**
* The user will not leave the device in a car for extended periods of time, as it can promote theft and damage from temperature extremes.
* The user will sign and adhere to the district’s Internet Appropriate Use Policy.
* The user is responsible for the appropriate use of the device and will not add any content that is profane, pornographic or offensive in nature.
* The user will return the device to the school office at the end of the school year, or if no longer employed with the district, or if planning to be absent for longer than two weeks.

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User Signature Date