



CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM EQUIPMENT/UNIFORM LOAN AGREEMENT

Computer Loan

I understand computers are provided by the Clarksville-Montgomery County School System for district business use only.

Laptops in the classroom must be secured using the security cable issued with the computer at all times and properly stored during non-work hours.

I agree to properly care for and maintain the computer. Such care includes, but is not limited to: storing the computer in a safe place away from excessive heat or cold, moisture, dust, high traffic, etc., setting the computer up in an area similar to an office atmosphere and protecting the equipment from power surges.

Unlicensed software is not to be loaded onto any CMCSS computer. Licensing questions should be directed to the school Technology Coordinator or the Chief Technology Officer.

Installation of incompatible applications may result in a repair charge.

Tool Loan

I understand tools are provided by the Clarksville-Montgomery County School system for district business use only.

The loss or theft of any tool shall be reported to your immediate supervisor.

Keys/Security Cards

Loss or theft of issued keys or security cards must be reported immediately to your immediate supervisor who will notify the building supervisor.

Cell Phones

I understand cell phones are provided by the Clarksville-Montgomery County School System for district business purposes. Any personal telephone calls should be limited both in time and nature so as not to interfere with work responsibilities. If an employee abuses the privilege, the employee will be responsible for reimbursement to the school system. Loss or theft of a cell phone shall be reported immediately to the Administrative Assistant to the Chief Technology Officer.

Two-Way Radios

I understand two-way radios are provided by the Clarksville-Montgomery County School System for district business purposes. Loss or theft of a two-way radio shall be reported immediately to the Administrative Assistant to the Chief Technology Officer.

Uniforms

I understand uniforms are provided by the Clarksville-Montgomery County School System for district business use only.



The loss or theft of uniforms shall be reported to your immediate supervisor. Uniforms may not be altered in any way without prior authorization.

I have read and agree to the terms of the Clarksville-Montgomery County School System's Technology/Uniform Acceptable Use Policy.

I accept responsibility for the care and security of all equipment/uniforms checked out via form BUS-F012 (a), (b), (c), and/or CHN-F018. I agree to the terms of the loan for each item and take full financial responsibility for replacing said equipment/uniforms if it/they is/are damaged, lost, or stolen as a result of my negligence. In the event negligence is determined, payment or arrangements for payment via a payroll deduction must be made within two weeks of the issuance of an invoice by the Business Affairs Department. If the payroll deduction option is requested, the minimum deduction allowable per paycheck is twenty-five dollars (\$25.00) and the total debt must be paid within twelve (12) months. Failure to contact the Business Affairs Department within the two weeks specified above will automatically result in the amount owed being payroll deducted, based on the minimum of twenty-five dollars (\$25.00) per paycheck and a period of time not to exceed twelve (12) months.

I understand all equipment/uniforms remain the property of the Clarksville-Montgomery County School System and I may be asked to return issued property at any time. Failure to return equipment/uniforms as agreed herein may result in disciplinary action taken against me.

I further agree that all loaned laptop computers/equipment must be returned and properly checked in by the Help Desk Technician at the Central Office First Aid Station, all cell phones and accessories must be turned into the Technology Department of the Clarksville-Montgomery County School System and all work related tools, equipment and uniforms must be turned in to my immediate supervisor upon resignation or termination of my employment with Clarksville-Montgomery County Schools. Failure to return all Clarksville-Montgomery County School System issued equipment/tools/uniforms will result in an appropriate deduction of cost per item from my final payroll check or check will be withheld for partial payment to be applied to the outstanding cost of the equipment.

Employee Signature

Date

Employee Name (Printed)

Employee MUNIS ID Number