

**Grand Ledge Public Schools**  
**Technology Equipment Responsibilities and Conditions**

In exchange for the use of the District's Technology Resources either at school or away from school, you understand and agree to the following:

- A. You are responsible for all terms located in the District's policies and the Agreement for Acceptable Use of Technology Resources. Any additional rules, regulations, guidelines, and policies are available on the Technology Department web page.
- B. You are encouraged to procure additional insurance coverage to cover loss or damage beyond what is eligible for warranty coverage of technology resources you are assigned.
- C. This equipment is to be used for educational purposes and is to be used by you and or your school in the course of your responsibilities to the District.
- D. The technology equipment shall be at school during the regular school day. In the event of a long-term absence, it is necessary for the technology equipment to be returned to the school.
- E. It is your responsibility to properly care for and secure the technology equipment assigned to you.
- F. When you experience problems with the technology equipment, submit a technology support request.
- G. You are required to immediately report any equipment that is damaged, lost, or stolen while in your possession to the Technology Department.
- H. The technology equipment should be clean and free of stickers, writing, painting, or any other forms of adornment when returned the technology department.

Should you resign, retire, or leave the employment of the District, you shall return the technology equipment and any accessory equipment to the Technology Department. The Technology Department may inspect and test the equipment and verify the serial number and asset tag number of the unit.