

EMPLOYEE REQUEST TO USE PRIVATELY-OWNED COMPUTER FORM

The Board has adopted an Employee Computer and Internet Use Policy and Procedure (Policy GCSA/GCSA-R). RSU 56 does allow employees to use privately owned computers at school.

Employee Name:	Telephone:
School/Program:	E-mail Address:
Reason for personal computer use at school:	
Type of computer/serial number: _____	

By signing this form, I agree that if my request to use my personal computer at school is granted, I will abide by the following requirements:

1. I agree only to use the computer registered on this form at school and to use it at school only for educational/job-related purposes or in compliance with policy GCSA.
2. I understand that I am responsible for proper care of my computer, including any costs of repair, replacement or any modifications needed to use the computer at school.
3. I understand that the RSU is not responsible for damage, loss or theft of my computer.
4. I understand that I am required to comply with all Board policies, procedures and school rules while using my computer at school.
5. I understand that I have no expectation of privacy in my use of my computer while it is being used at school. The contents of the computer may be searched in accordance with applicable laws and policies.

Employee Signature

Date

TECHNOLOGY REQUIREMENTS MET: _____ **YES** _____ **NO**

Technology Coordinator Signature: _____

Date: _____

REQUEST APPROVED: _____ **REQUEST DENIED:** _____

Adopted: July 11, 2017