

**Franklin School District**  
**District Employee Laptop Loan Agreement**

I understand and agree that the laptop, as described below, that the Franklin District has loaned me is a district-owned computer, hereinafter referred to as a laptop, and is on loan to me while I am employed by the Franklin School District as a district employee. Upon termination of my employment with the Franklin School District or if I transfer to a different position within the District or at the request of either the principal of my school or the District Technology Coordinator, I will return the laptop to the principal of my school.

I understand and agree that I will exercise reasonable precaution in protecting the laptop and data stored on it from loss due to theft or damage due to vandalism. If it is lost due to theft and damaged due to vandalism, I will immediately report the theft or vandalism to the appropriate law enforcement agency and the principal of my school.

I understand and agree that I will exercise reasonable precaution in protecting the laptop from damage due to excessive temperatures, exposure to moisture, impact damage and other potential accidents.

I understand that the laptop is covered against defects, mechanical and electrical problems and accidental damage by the manufacturer for three years. I shall inform the District Technology Coordinator of any problems or damage to the laptop.

I understand and agree that no personal software shall be installed on the laptop unless it is a legally owned and licensed copy.

I understand and agree that the laptop is loaned to me to support my position as a district employee.

Laptop Manufacture and Type: \_\_\_\_\_

With: Carrying Case with strap, one AC adapter/charger, mouse, and network cable.

Laptop Service Tag Number: \_\_\_\_\_

Franklin School District Inventory Number: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_