



# Technology Check out Contract

I, \_\_\_\_\_ The Equipment User, here by will honor this contract to fulfill my duty in maintaining optimal operation of all equipment checked out to me. I will adhere to the following guidelines:

- Respect all CHS equipment that I use.
- Keep the surfaces clean and avoid exposing the equipment to sand, water, dirt, and heat.
- Keep equipment in a place where it will not get lost, kicked, sat on, or otherwise damaged.
- Maintain stringent security practices on computers.
- Refrain from downloading software that is not from a trusted source.
- Refrain from changing settings on Accounts that are not assigned to me.

I know that there are reasons for these guidelines and I will do my best to protect the equipment. If any equipment checked out to me gets damaged, my Homeowners Insurance will pay for the replacement of the damaged equipment and I am responsible for any extra costs in the replacement of damaged equipment, including any fees or deductibles. I am the ultimate responsible authority of all equipment I have checked out until I have it signed back in by my school's Technical Representative.

User's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Tech Rep's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Equipment Check in Signatures:

Check in Date: \_\_\_\_\_

Tech Rep's Signature: \_\_\_\_\_

User's Signature: \_\_\_\_\_

