

**Queen Anne's County Public Schools  
Acceptable Use of Electronic Networks Policy**

**Staff Laptop Computer Procedure Agreement Form**

I understand the laptop computers and accessories the District has provided to me are the property of Queen Anne's County Public Schools. I agree to all of the terms in the District's Acceptable Use of Electronic Networks Policy and the Staff Laptop Computer Procedure.

- I will return the equipment to the District in the same condition less normal wear and tear in which it was provided to me within 3 business days of the end of my employment or a deduction from my pay for the full replacement cost of the unreturned laptop and accessories will be made.
- I will be financially responsible for any hardware damage, loss or theft that occurs both on and off school premises due to my negligence and which may not be covered by the District's warranty accidental damage coverage for the equipment.
- I understand I am financially responsible for the District laptop computer and accessories if they are stolen due to negligence during the time they have been assigned to me

I understand that a violation of the terms and conditions set out in the District's Acceptable Use of Electronic Networks Policy and the Staff Laptop Computer Procedure will result in the restriction and/or termination of my use of the District's laptop computers, equipment, and/or accessories and may result in further disciplinary action as per the outlined policies and procedures.

ITEM #	DESCRIPTION	VALUE	QUANTITY
1	Model: Serial Number: Asset Number: Warranty End Date: Battery Warranty End Date:		1
2	AC Adapter		1
3	Carrying Case		1
	Total Value		

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Employee Number \_\_\_\_\_

Comments: (overall condition, scratched, missing keys, missing parts)

This is to certify that the above named equipment have been returned to the Board of Education in the condition indicated in the comments section above.

\_\_\_\_\_  
Board of Education Representative Signature: Returned Date:

**Reference:** Queen Anne's County Public Schools Acceptable Use of Electronic Networks Policy – Adopted 9.7.2011