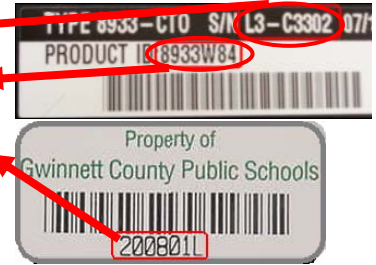


TEACHER LAPTOP ACCEPTANCE DOCUMENT FOR SUMMER USE

School Name _____
 User Name _____
 User's Room Number _____
 Laptop Serial Number _____
 Laptop Model Number _____
 GCPS Property Tag _____
 Printer Model Number* _____
 Printer Serial Number* _____



Equipment Check OUT List

Equipment Check IN List

Printers and related cables should NOT be checked out.

- Laptop
- Belkin Laptop Bag
- Cat-5 Network Cable
- Mouse
- Mouse Pad
- AC Cable
- AC Adapter
- Modem Cable

Printers and related cables should NOT be checked out.

- Laptop
- Belkin Laptop Bag
- Cat-5 Network Cable
- Mouse
- Mouse Pad
- AC Cable
- AC Adapter
- Modem / Phone Cord

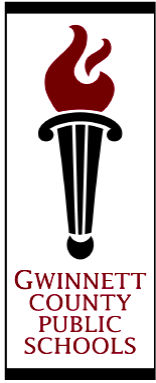
To accept this laptop, I agree to the following:

Initials

- _____ I agree to protect the laptop, when not in use, by creating a barrier that prevents easy removal, such as a locking cable, placing in a locked drawer, etc.
- _____ I understand that this laptop is GCPS property provided to me as part of my professional tool set. If I leave Gwinnett County Public Schools or my current school, I will return this laptop and all peripheral equipment listed above in good condition.
- _____ I understand that I am responsible for the care of this equipment, and I will take precautions to keep the equipment in good condition.
- _____ I accept responsibility for the care of this equipment, up to and including the cost of this equipment if it is damaged due to gross negligence. Should the laptop be damaged, I will work with the GCPS Risk Control Office to replace it if necessary.
- _____ I will not let anyone other than myself use the laptop away from school facilities or functions, nor will I share GCPS usernames and / or passwords with anyone.
- _____ **I understand that any files or software saved on the computer will be for the purpose of instruction and record keeping related to my position with GCPS. Therefore, I will follow the appropriate policies and procedures related to technology use within GCPS.**

Date of Check-Out	Teacher Signature	Equipment Returned on

Check-Out verified by (please be legible)	Check-In verified by (please be legible)



TEACHER LAPTOP ACCEPTANCE DOCUMENT

Laptop Protection Guidelines

The following guidelines are provided to help keep your laptop in good repair. If you need further information or assistance, please contact your local school technology team for support.

- ◆ When you are not using your laptop, use a reasonable measure of protection to create a barrier that protects your laptop, such as a locking cable, locked file drawer, etc. Develop the habit to keep your laptop in a locked drawer, a locked classroom, or with you. Actions that keep your laptop safe work best when they are habits.
- ◆ Report any loss or damage of the laptop or peripherals immediately to your technology team members.
- ◆ If you are transporting the laptop in your car, keep it out of sight or in the trunk to prevent theft.
- ◆ According to the acceptance agreement, each teacher is responsible for all parts of the laptop, including peripheral equipment (mouse, cables, power adapters, etc.)
- ◆ When asked to return your laptop to your technology team for repairs or maintenance, please do so immediately.
- ◆ Take care not to expose the laptop to extreme temperatures. The liquid material in the screen can both freeze and boil, so keeping the laptop in your car for extended periods of time during harsh weather is not a good idea.
- ◆ Avoid eating or drinking near the computer, as food can damage the keyboard and the electronics directly under the keyboard.
- ◆ Do not install unapproved software on the laptop. Your TST and/or LSTC will work with you to identify software that has been reviewed for instructional purposes by your school's Instructional Media Committee (see GCPS Policies and Procedures P.IFAA) and technically evaluated by the Division of Information Management.
- ◆ The laptop has been issued to you personally. If others use your computer, please make sure that you have logged completely out, so students and unauthorized personnel cannot access sensitive data.
- ◆ You are required to change your network password(s) when you receive the laptop. Do not share your passwords with anyone.
- ◆ In the future, you may be provided with internet access from home through a dial-up connection. If you need to connect to the internet outside of the school network, your technology team members may have to help you with setting this up.
- ◆ DO NOT load America Online or Compuserve software at any time on the computer because it will seriously damage your network settings.