

**Jackson Public School District**  
**Assignment of Fixed Assets (Hand Receipt) and Usage Agreement**

I understand that the device, equipment, and/or accessories that JPS has provided to me are the property of Jackson Public Schools. I agree to the terms outlined in the JPS Acceptable Use Agreement (policy JIAA) and to the terms outlined in JPS policy EGA/GBELA.

I understand that I will report any damage, loss, or theft of the device to JPS personnel immediately. If the computer is stolen or lost while at school, the employee should immediately notify the appropriate school personnel, including building principals or department supervisors and JPS Campus Enforcement. If lost or stolen while not on JPS property, the employee must file a police report within 72 hours of the theft and notify the appropriate school personnel, including building principals or department supervisors and JPS Campus Enforcement. The employee must provide the case card provided by the law enforcement agency, and the JPS device must be listed on the report. The Jackson Public School District may hold the employee financially responsible for the loss and may take necessary action to recover the said loss.

I understand that I may be held financially liable for failing to return the device and all accessories, including the charger, upon leaving District employment.

I understand that I must present any device assigned to me for inventory purposes at any time upon request.

**Item Checklist**

<b>Description of Equipment</b>	<b>Model Name or Number</b>	<b>Serial Number</b>	<b>Barcode Number</b>

Received Complete Charger:                      Yes    No    (Circle One)

By signing below, I acknowledge receipt of my device, the complete charger (power supply), and that I understand the statements above.

I verify that I have received the equipment listed above and that I am using it to conduct official school business.

School/Department Name:  
(Please print) \_\_\_\_\_

Employee Name: (Please print) \_\_\_\_\_

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

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

