TEACHER RESOURCE CENTER

Jackson Public School District

4851 McWillie Circle

Jackson, Mississippi

OFF-SITE USAGE AGREEMENT

This computer is made available for authorized use through the Teacher Resource Center (hereinafter “TRC”) of the Jackson Public School District. The Agreement is in accordance with Policy JIA and places full responsibility on the borrower for the safe operation and prompt return of the computer. The borrower’s signature will indicate acceptance of the terms of the Agreement.

1. Laptop computers at the TRC will be loaned for school use only.

2. The computer will only be operated by the undersigned borrower.

3. No unlicensed software will be permitted on district-owned computers.

4. No personal software will be permitted on district-owned computers without prior written approval from the Office of Information Services.

5. The borrower must immediately report any mechanical problems with the computer to the TRC, or Information Services. No attempt should be made to repair the computer by the borrower.

6. The borrower will assume full responsibility for the prompt return of the computer in good condition.

   a. If the computer is stolen or lost while in the borrower’s possession, the borrower must immediately file a police report and notify the TRC and Information Services. The borrower must provide the TRC with the police case number for the stolen property.

   b. If the computer is damaged while in the borrower’s care, he or she shall immediately notify the TRC and Information Services of the damage and how it occurred.
c. The borrower understands that the Jackson Public School District may hold him or her financially responsible for the loss and may take necessary action to recover said loss.

7. Unauthorized use may result in disciplinary action up to and including termination.

TO BE COMPLETED BY TRC PERSONNEL:

To Be Used For:__________________________________________________

Property Description:____________________________________________

Item Asset Number:_______________________________________________

Check Out Date:_______________________________________________

Property Returned In Good Condition    Yes____    No____

If No, please explain:___________________________________________

_________________________________________________________________

AGREED:

Signature:____________________    __________________________

Borrower   TRC Director

Borrower's Address:_____________________________________________

Borrower's School:______________________________________________

Borrower’s Telephone Numbers:_________________________    ______________

Work                  Home