



Lyons Central School District

Loan of District Technology Equipment

In an effort to promote technology skill development among district faculty and staff, employees of LCSD are allowed to borrow district-owned equipment during extended vacations. It is necessary however, that such loans be on record and that equipment be returned either at the end of the vacation or upon request of someone from the Media Department. Note: Digital cameras have a two-week loan period on this equipment unless someone else makes a special request.

It is also understood that the equipment will be returned in the same working condition in which it was borrowed, allowing for reasonable "wear and tear" due to normal use. The borrower assumes responsibility for any loss or damage beyond reasonable use.

Staff Responsible for equipment:

Name: _____ Grade & Room Number: _____

Address: _____ Phone (Home): _____

Equipment Type: Please Check

Laptop _____ Digital Camera _____ Digital Camcorder _____

Date Taking Equipment: _____ Date Expected to return equipment _____

Please state in writing on the back of this form your purpose, goal, project, or research reasons with using this equipment. Evidence of increased use of technology in the classroom will be required.

I will be personally be financially responsible for equipment replacement if broken, stolen or lost.

Signature of Staff Taking Equipment

Todays Date

Approved:

Building Principal

Date

Equipment: _____

Model # _____

Serial Number _____

Procedure: Complete this form, state reason for request on back of form, please return to library media staff or computer staff or main office.