ALBEMARLE COUNTY SCHOOLS
COMPUTER CHECKOUT SHEET

To be completed by teacher
In order to check out a computer and associated equipment, you must have a surge protection power strip and have successfully backed up the equipment (if applicable). If you intend to use a modem, your surge protection power strip must have a telephone line connection. If you need a surge protection power strip, contact the computer facilitator for a recommendation.

For purposes of this agreement, the computer and associate equipment are referred to as the “equipment”; the equipment is in your “possession” from the time that it is disconnected from the school room in which it is located at checkout until it is returned to the school and its condition has been inspected by school personnel, exclusive of any time the equipment is in the possession of another for repairs authorized by the Department of Technology.

I accept the equipment subject to the following terms and conditions:
1. I am responsible for any damage to the equipment while it is in my possession.
2. I will maintain physical control of the equipment at all times while it is in my possession at the location stated below, except during transportation to and from the school and during transportation to and for another for repairs authorized by the Department of Technology.
3. I will return the equipment in the same condition as it was at checkout.
4. I have and will maintain a policy of insurance that covers the equipment for any loss arising from theft, fire or flood.
5. I have a surge protection power strip and the equipment will be connected to the surge protection power strip at all times while the equipment is connected to an electrical outlet.
6. I will take all proper precautions to prevent theft, fire, lightning or any other damage to the equipment.
7. I will promptly report to the Department of Technology all damage to, or failure of, the equipment while it is in my possession.
8. I will pay for the cost of all required repairs to the equipment, which arise from damage, misuse, or failure of the equipment while it is in my possession.
9. I agree that only another who is authorized by the Department of Technology to perform the repairs will make all required repairs to the equipment.
10. I will return the equipment to the school by no later than the due date for return stated below.

Teacher’s Name (print): ___________________________ Signature of Teacher: ___________________________
Location of Equipment While Checked Out: ____________________________________________________________
Phone Number Where Equipment Will Be Located While Checked-Out: ________________________________

To be completed by school
Computer Type: ___________________________ Computer Model: ___________________________

<table>
<thead>
<tr>
<th>Room Equipment Located</th>
<th>Item</th>
<th>Serial Number</th>
<th>Equipment’s Physical Condition at Checkout</th>
<th>Equipment’s Physical Condition at Return</th>
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</thead>
<tbody>
<tr>
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<td>CPU</td>
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<td></td>
<td>Monitor</td>
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<td>Power Strip</td>
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</tbody>
</table>

CHECK-OUT
Date Checked-Out: ______/____/____
Due Date for Return: ______/____/____
Signature of Principal: ___________________________
Equipment Inspected by: ___________________________

RETURN
Date Equipment Returned: ______/____/____
Equipment Received by: ___________________________
Equipment Inspected by: ___________________________

Copy – Teacher  Original – Department of Technology