Somersworth School District

Technology Services

Application and Release of Liability for
Use of Personal Equipment on School Premises

Employees, consultants and trainers who wish to bring their personal computers or other electronic devices may do so at their own risk. The District shall not be responsible for damaged or stolen personal property. All personal electronic devices are intended to enhance the teaching and learning environment and improve student achievement. Approval by the school administrator or District Technology Coordinator is required prior to bringing any personal equipment onto the District premises. Equipment will be reviewed by Technology Services to determine compatibility with the school and District's infrastructure.

Name:_____

Work Location(s):_____

Dates of Planned Use:_____ to_____

Personal Equipment (one item per form)

Site	Room	Equipment	MAC Address (IT Use Only)

Responsibilities:

Employee

1. The employee, not the District, is responsible for all issues with their equipment and will hold harmless the District and staff for any modifications to their equipment.
2. Equipment must have updated Operating System and Anti-Virus Software.
3. I have read and agree to comply with the requirements within the Acceptable Use Procedure for use of equipment with the District.
4. All software must be legally owned by the employee.

District

1. The District is not responsible for any personal equipment and cannot perform any type of repair, diagnostic, upgrade maintenance, recommendations or other services.
2. District IT staff will not install any software on any personal equipment.
3. **Internet Access** – Access is limited to Internet only and is subject to District Firewall and Filtering.
4. **Termination**–the District reserves the right to terminate this agreement at any time without cause.

I hereby apply for approval to use the above equipment on the dates listed above. I have read and agree to the provisions contained within this release and understand the scope of my involvement and the District set forth under these conditions. I further agree I will use my equipment in accordance with policy and I release the District of any liability regarding my personal equipment.

_____ _____
Employee's Signature Date

Office Use Only

Application: ☐ Approved ☐ Denied

Equipment ☐ does ☐ does not meet Requirements set forth above.

_____ _____
Principal/Supervisor Signature Date

_____
Technician Signature Date
(I approve equipment to be used within the District)

Original to remain on file in the IT Office