Equipment Use Authorization Form

Hudsonville Public Schools provides equipment for educational use. Individuals utilizing district provided equipment agree to the following statements:

- I agree to:
    - o Follow the Hudsonville Public School Acceptable Use Policies while this equipment is in my possession.
    - o Pay all costs associated with intentional damage to the assigned equipment or its replacement costs.
    - o Pay all costs associated with unintentional damage due to negligence to the assigned equipment or its replacement costs not covered under manufacturer warranties.
- If the equipment is stolen:
    - o While in use in district buildings, I understand that I must immediately file a report with the technology director or the Office of the Superintendent at Hudsonville Public Schools.
    - o While in use outside of district buildings, I understand that I must immediately file a report with the local police department and contact the technology director or the Office of the Superintendent at Hudsonville Public Schools.
- I understand that:
    - o Assigned equipment must be checked regularly for safety, proper working condition, contracting of possible flaws in programming (especially computer virus possibilities) and will need to be returned for repairs, updates and enhancements when requested by the district.
    - o I am not given implicit, or explicit, permission to change settings or load software on the equipment for any reason, unless directed by a district representative.
    - o The assigned equipment can be reclaimed at any time for Acceptable Use Policy violations or violations of the Equipment Use Authorization form
    - o I am responsible for the encryption and proper security of any confidential information loaded onto the assigned equipment.
    - o Equipment support may be limited to district locations and published work hours.
    - o Any provided equipment is subject to all civil and criminal laws and legislation for public institutions.
    - o District personnel may remotely access assigned devices at any time.
    - o Some programs and services may be disabled.

_____   _____
Assigned User   Date

_____   _____
Parent/Guardian   Date