**WAKE COUNTY PUBLIC SCHOOL SYSTEM**

**EQUIPMENT CHECK OUT FORM**

Please submit form for approval at least two (2) days prior to the date the equipment needs to be off campus. If approved, one copy returned to the borrower, one copy placed on file, and one copy sent to Risk & Safety Management.

**DATE BORROWED: DUE DATE:**

**EQUIPMENT TYPE/MAKE/MODEL:**

**SCHOOL/DEPARTMENT NAME & NUMBER:**

**EQUIPMENT SERIAL NUMBER: ROOM #: \_\_**

**LAP TOP ORIENTATION TRAINING RECEIVED? YES NO**

I have read this entire form, including information on the back pertaining to insurance liability, and understand my responsibilities when receiving this equipment.

**NAME: (Print or Type)**

## SIGNED

 **(Borrower)**

**NAME: (Print or Type)**

**SIGNED**

 **(Administrator)**

# DATE RETURNED:

**SIGNED**

 **(Borrower)**

**SIGNED**

**Note: (Administrator)**

1. **In signing this agreement, borrower agrees to adhere to all copyright laws concerning software licensing and videotape reproduction and distribution for sale.**
2. **The borrower will not attempt to change or circumvent settings that may adversely affect information/data security.**
3. **Uses of computing platforms are limited to the signed borrower only; its use will not be shared with others.**
4. **Borrower is responsible for the safekeeping and security of computer and peripherals while in his/her possession. In the event of loss or damage, no new equipment will be issued until all necessary paperwork has been processed and any required payment has been made. (Please see other side.)**
5. **Do not expose to rain, moisture or extreme temperatures. Do not leave unattended, including vehicle or classroom.**
6. **Do not block slots and opening by placing on bed, sofa, carpet or other similar flexible surface.**
7. **Do not use liquid cleaner or aerosol cleaners. Use only a damp cloth to clean.**
8. **Do not use on an unstable table, cart, stand, tripod or bracket.**
9. **If, for any reason, the equipment is not working properly, please notify the administrator and return the equipment immediately. Do not attempt to repair the equipment.**

COMPUTER INSURANCE FOR INDIVIDUAL RESPONSIBILITY

The Wake County Public School System (WCPSS) maintains insurance coverage against theft or vandalism of system-owned laptop computers. Losses under our property insurance policy for these coverages are subject to a $1,000.00 deductible. It is the system’s policy that personnel and students who are required to use this equipment at locations other than where assigned are responsible for the safekeeping of the equipment. In the event of a covered loss, the individual’s department/school administrator is not required to cover the $100.00 deductible and the $25.00 fee. However, students’ parents/guardians are required to pay the fee and deductible for theft and vandalism to covered equipment. Schools will deposit fees collected in a Fund 6 Revenue Account that Accounting Department will scan on a monthly basis to transfer these funds into reserve fund for payment of theft & vandalism claims. Since Fixed Assets Inventory has been increased from $1,000 to $5,000, it is very important that each school or department maintains an inventory (person assigned, model #, Serial #) of all laptop computers that applies to this insurance coverage. The Risk & Safety Management Department will maintain inventory of all laptop computers received on **“equipment checkout form 1904”** for claims documentation purposes.

To assist those of you who are not otherwise covered by insurance, WCPSS has arranged for the self-insurance of the theft & vandalism deductible to the property insurance policy which will cover up to $1,000.00 of the property insurance deductible for theft & vandalism. The coverage is available to any school/department on any specific laptop computer by submitting “equipment checkout form 1904” to Risk & Safety Management Department. Obtain coverage by steps as follows:

1. **CONTACT**
2. Mrs. Lisa Richardson, Finance Department, Room 1300 Crossroads II, phone 431-7339.
3. Upon receipt of the required information on each specific laptop computer, Mrs. Richardson will maintain documentation of covered School/Department computer related equipment by receiving a copy of the **“Equipment Checkout Form 1904**.
4. **SCHOOL/DEPARTMENT & COMPUTER EQUIPMENT INFORMATION**
5. Provide - Name of individual checking out equipment, School/Department name & number for each computer & peripheral equipment to be covered under this self-insurance program.
6. Provide - Make, model, serial number.
7. A copy of E**quipment Checkout Form 1904** maintained by Risk & Safety Management Department as documentation that item is covered in the event of loss by theft or vandalism away from employee’s duty station or student’s school.
8. Please note that since this coverage is equipment specific, any additions to a school/department inventory will require school to add to its inventory prior to check out.
9. Contact information security officer, phone 431-8143.
10. The information security officer will capture documentation relating to data/information exposure due to this theft/vandalism incident. The information is provided to Risk & Safety Management.

In order for a loss to be covered by theft or vandalism a copy of the security department’s investigation report and/or police report must be provided to the Risk & Safety Management Department when a claim is filed. This self-funded insurance program will end when all funds in reserve to pay claims have been exhausted. Departments and schools will then have to provide funds in their annual operating budget for theft and vandalism claims under the $1,000 property “theft & vandalism” deductible.

Direct questions to the Risk & Safety Management office at 431-7341 (Curtis Grogan) e-mail: cgrogan@WCPSS.net.