

# SEEM Chromebook Take Home Agreement §

Location (check one):

- |                                |                                     |                                |                                 |
|--------------------------------|-------------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Admin | <input type="checkbox"/> Assessment | <input type="checkbox"/> Beebe | <input type="checkbox"/> Campus |
| <input type="checkbox"/> DHOH  | <input type="checkbox"/> Middle     | <input type="checkbox"/> Prep  | <input type="checkbox"/> Ripley |

SEEM employees, per approval by the technology department and their school principal or program director, may borrow a SEEM Chromebook device for “take-home” use (i.e. use outside of the SEEM school network) for a limited period of time for the purpose of performing their job function and responsibilities. The employee will be assigned as *custodian* for the Chromebook and its accessories effective from the *date borrowed* on this form through the *return (due) date*.

By signing below, the employee agrees to all terms and conditions in the *SEEM Employee Handbook* and *Technology/Computer Acceptable Use Policy* signed at employment, including:

- I will use only my own Google account and no other person’s Google account.
- I will be respectful, responsible, and safe while on the computer.
- I will not use the computer to look at, send, copy or create material that is rude, obscene, inappropriate or targeted at bullying or hurtful to another.
- I will make the device available at any time to any SEEM technology staff, supervisor, principal or program director, for immediate inspection of any messages or files sent or received on the SEEM issued device.
- I accept financial responsibility for the Chromebook replacement cost of \$225 for a lost, stolen or damaged device which occurs while I am *custodian* of the device.

### Chromebook Information

**Make-Model** (check one):  ASUS C202S    HP 11/11A G6 EE    Other \_\_\_\_\_  
(specify)

**Vendor Serial No (SN):** \_\_\_\_\_ (written on bottom or press alt-v)

**SEEM Asset ID:** \_\_\_\_\_ (Example: B5, C22, R19) (written on bottom or press alt-v)

**Date Borrowed:** \_\_\_\_/\_\_\_\_/\_\_\_\_   **Duration** (check one):  1-Day    1-Week  
mm   dd   yyyy    1-Month    Other \_\_\_\_\_

**Return (due) Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ (required – using duration noted above)  
mm   dd   yyyy

### Borrower §

Borrower’s name (print)	Borrower’s signature *	Date
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\* By signing above, I acknowledge that I have read and accepted the terms and conditions outlined in this agreement.

### Principal or Authorizing agent

Authorized by (print name)	Authorizing signature	Date
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§ A scanned PDF copy of the signed and completed form must accompany an associated SEEM Helpdesk ticket

*The original signed copy of this form should be maintained by the employee and/or authorizing agent*