

**Employee Equipment Use Agreement  
The School District of Greenville County**

Laptop Service Tag# (7 digits) \_\_\_\_\_ Asset # \_\_\_\_\_

IPad Serial # \_\_\_\_\_ Asset # \_\_\_\_\_

Date of Issuance \_\_\_\_\_ Location Issuing \_\_\_\_\_

**Employee agrees to:**

1. Use the equipment for the purposes it was provided and to abide by board policy, including, but not limited to Board Policy and Administrative Rule EFE.
2. Provide reasonable care and security of the equipment at all times and immediately report any damage or loss of the equipment to the District.
3. Reimburse the District for the cost of repairs or replacement of equipment when the damage or loss has been a result of your own negligence. One example of negligence is leaving your equipment in an unlocked car. This reimbursement may be garnished (deducted) from your paycheck.
4. Make necessary arrangements for the return of the equipment to the District, including all accessories, when you resign or leave the District or when you will be away from the District for an extended period of time.
5. Reimburse the District for the cost of any un-returned equipment. This reimbursement may be garnished (deducted) from your paycheck.
6. Utilize the equipment for job-related purposes and performance. The equipment should be on premises during all work days for you to use in the course of your employment. The equipment can be taken home and used in the evenings, on weekends, and when on vacation, subject to the expectations and limitations contained in board policy.
7. Report problems with the equipment in a timely manner to ETS. No other individuals except for ETS personnel should attempt to repair any problems.
8. Not load any invasive or potentially damaging software or other items, including games, on the equipment.

\_\_\_\_\_  
EMPLOYEE PRINTED NAME

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE