

ECH-R Authorized Uses of Equipment and Supplies

6/28/12

RATIONALE/OBJECTIVE:

The Cobb County School District (District) recognizes that while the primary purpose of technology equipment is for use on site during the instructional/work day, there are times when it is necessary for staff and students to check out equipment to be used for educational purposes beyond the work day and outside of the work environment.

RULE:

A. TECHNOLOGY EQUIPMENT CHECK OUT/TEACHER LAPTOP AGREEMENT:

1. Documentation:

- a. When staff or students wish to check out technology equipment, the Technology Equipment Checkout Agreement (Form ECH-1) must be completed and kept on file at the school or District department:
- b. A parent/guardian signature is required prior to a student checking out District equipment (Form ECH-1).

2. Teacher Laptop:

a. Current Teachers:

When current teachers are issued a teacher laptop, the Teacher Laptop Agreement (Form ECH-2) must be completed and kept on file at the school in the teacher's personnel file;

b. New Teachers:

Before a newly hired teacher can be issued a teacher laptop, the New Teacher Laptop Agreement (Form ECH-3) must be signed by the Human Resources Hiring Supervisor and sent to the school with the teacher's identification badge. Form ECH-3 should then be signed by the Principal. It should be kept on file at the school in the teacher's personnel file.

B. RESPONSIBILITY FOR COST OF REPAIR OR REPLACEMENT:

1. The person checking out equipment, whether employee or student, is asked to provide the District with his/her homeowners/ renters insurance policy number.
2. If the employee/student/parents/guardian does not supply the District with this information, he/she assumes personal liability for the cost of repair of the item if it is damaged or the replacement cost of the item if it is not returned.
3. If an employee separates from the District, and the District equipment has not been collected by the principal or supervisor, as required on the appropriate exit form, and the replacement cost of the items is not received from the employee, the District shall seek to reclaim the property from the employee or the replacement cost which may include deducting it from the employee's last paycheck. If the District is unable to reclaim the loss, the employee's school/department will assume liability for any unrecovered portion of the cost of replacement.

Adopted: 9/1/04

Revised: 2/21/06; 6/11/08; 2/10/10

Revised and Re-coded: 6/28/12 (previously coded as Administrative Rule DID)