

**Western Placer Unified School District**  
**Portable Electronic Equipment Agreement**

As a Western Placer Unified School District ("District") employee, I am being provided a computer or other type of communication equipment including but not limited to laptops, iPads, etc. as listed below to use only for school or district-related activities. Its use is conditioned upon compliance with all District Internet and telecommunications use policies. Copies of the policies can be found at: <https://www.wpusd.org/departments/administrative-services/it>

I understand that the District owns the equipment, installed software and other accessories. I also understand that I am liable for the value of this equipment while in my possession off campus or away from my primary work site. In the event the equipment is lost, damaged, destroyed, stolen or otherwise rendered unusable while in my possession and which is not covered by the manufacturer's warranty, I am responsible for:

- Notifying my direct supervisor within 24 hours
- Reporting any theft or vandalism to the police department and obtaining a police report
- Submitting a claim with my homeowners/renters or auto insurance carrier

I understand that if I connect District owned devices to my personal technology equipment the District is not liable for any damages to my personal technology equipment. The District may offer technical support in connecting a District owned device to your personal technology equipment but the District is not responsible for maintenance or damage to the personal technology equipment due to the installation of District software.

The District may require the return of the equipment at any time and for any reason. If my employment with the District terminates, the equipment and accessories will be returned to my supervisor or the District's Business Office. Failure to return will be subject to all legal remedies available.

Description of Item	Serial No.	District Asset #	

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name of Employee: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Print Name of Supervisor \_\_\_\_\_

School Site: \_\_\_\_\_ Returned on (date) \_\_\_\_\_

Received by: \_\_\_\_\_