



## Twin Rivers Unified School District Portable Electronic Equipment Agreement

I, \_\_\_\_\_, acknowledge that I have been issued computer equipment (see below) for use in my function as an employee of the Twin Rivers Unified School district. I understand that the IT Department may recall or inspect this machine at any time.

I understand, and agree, that I:

- Will not disable or edit the IT administrative account.
- Will not disable or edit antivirus software or settings.
- Will not change or edit the hardware configuration.
- Will not install software that may be harmful to the machine or compromise the security or confidentiality of the information stored on the machine.
- Am responsible for all data stored on the machine, it's backup and it's confidentiality
- Will abide by the TRUSD Acceptable Use Policy
- Will abide by the TRUSD IT Policies.

I agree to take all precautions\*\*, within my control and ability, to keep this equipment safe and in working order. I also agree to take responsibility for all costs incurred for repairs or damages not covered by the warranty that are also deemed negligent by the Technology Dept.

\*\*Precautions include, but are not limited to:

Transporting the equipment in a protective case or bag.

Placing the equipment out of sight if left in a vehicle.

Placing the equipment in a secure, locked location when it is not in my possession.

Checked out to: \_\_\_\_\_

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

Checked out by: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Description/Notes: \_\_\_\_\_

Check out date: \_\_\_\_\_