

WAKE COUNTY PUBLIC SCHOOL SYSTEM
EQUIPMENT CHECK OUT FORM

Please submit for approval the form below at least two (2) days prior to the date the equipment needs to be borrowed. (If approved, one copy will be returned to the borrower and one copy will be placed on file.)

DATE BORROWED: _____ DUE DATE: _____

EQUIPMENT TYPE/MODEL: _____

SCHOOL/DEPARTMENT NUMBER: _____

EQUIPMENT SERIAL NUMBER: _____ ROOM #: _____

LAP TOP ORIENTATION TRAINING RECEIVED? YES _____ NO _____

I have read this entire form, including information on the back pertaining to insurance liability, and understand my responsibilities when receiving this equipment.

NAME: (Print or Type) _____

SIGNED _____

(Borrower)

NAME: (Print or Type) _____

SIGNED _____

(Administrator)

DATE RETURNED: _____

SIGNED _____

(Borrower)

SIGNED _____

(Administrator)

Note:

- In signing this agreement, borrower agrees to adhere to all copyright laws concerning software licensing and videotape reproduction and distribution for sale.
- The borrower will not attempt to change or circumvent settings that may adversely affect information/data security.
- Uses of computing platforms are limited to the signed borrower only; its use will not be shared with others.
- Borrower is responsible for the safekeeping and security of computer and peripherals while in his/her possession. In the event of loss or damage, no new equipment will be issued until all necessary paperwork has been processed and any required payment has been made. (Please see other side.)
- Do not expose to rain, moisture or extreme temperatures. Do not leave unattended, including vehicle or classroom.
- Do not block slots and opening by placing on bed, sofa, carpet or other similar flexible surface.
- Do not use liquid cleaner or aerosol cleaners. Use only a damp cloth to clean.
- Do not use on an unstable table, cart, stand, tripod or bracket.
- If, for any reason, the equipment is not working properly, please notify the administrator and return the equipment immediately. Do not attempt to repair the equipment.

COMPUTER INSURANCE FOR INDIVIDUAL RESPONSIBILITY

The Wake County Public School System (WCPSS) maintains insurance coverage against theft or vandalism of system-owned computers and peripheral equipment. Losses under our property insurance policy for these coverages are subject to a \$1,000.00 deductible. It is the system's policy that personnel who are required to use this equipment at locations other than where assigned are responsible for the safekeeping of the equipment. In the event of a covered loss, the individual's department/school administrator will not be required to cover the \$100.00 deductible and the \$25.00 fee has been waived. The insurance coverage is provided as a supplement to the master property insurance policy issued by North Carolina Department of Public Instruction, which starts on September 1, and ends at midnight August 31. Since Fixed Assets Inventory has been increased from \$1,000 to \$5,000, it is very important that each school or department maintains an inventory of all computers and peripheral equipment that applies to this insurance coverage. The Risk Management secretary will maintain inventory of all computer related equipment received on **"equipment checkout form 1904"** for claims documentation.

To assist those of you who are not otherwise covered by insurance, WCPSS has arranged for the self-insurance of the theft & vandalism deductible to the property insurance policy which will cover up to \$1,000.00 of the property insurance deductible for theft & vandalism. The coverage is available to any school/department on any specific computer & peripheral equipment when is listed with the risk management department. Coverage may be obtained as follows:

- **CONTACT**

1. Ms. Robin Langley, Risk Management, Room 3630 central office, phone 850-1808.
2. Upon receipt of the required information on each specific computer & peripheral equipment, Ms. Langley will maintain documentation of covered School/Department computer related equipment by receiving a copy of the **"equipment checkout form 1904"**.

- **SCHOOL/DEPARTMENT & COMPUTER EQUIPMENT INFORMATION**

3. Provide - Name of individual checking out equipment, School/Department name & number for each computer & peripheral equipment to be covered under this self-insurance program.
4. Provide - Make, model, serial number.
5. **Equipment Checkout Form 1904** to be maintained by risk management secretary as documentation that item is covered in the event of loss by theft or vandalism away from individual's duty station.
6. Please note that since this coverage is equipment specific, any additions to a school/department inventory will require that it be added to the coverage.
7. Contact information security officer, phone 431-8143.
8. The information security officer will capture documentation relating to data/information exposure due to this incident. This information will be given to risk management.

In order for a loss to be covered by theft or vandalism a copy of the security department's investigation report and/or police report must be provided to the Risk Management Department when a claim is filed. This self-funded insurance program will end when all funds in reserve to pay claims have been exhausted. Departments and schools will then have to provide funds in their annual operating budget for theft and vandalism claims under the \$1,000 property "theft & vandalism" deductible.

Any policy questions should be directed to the Risk Management office at 850-1808 (Robin Langley) e-mail: rmlangley@WCPSS.net. Or, 850-1765 (Curtis Grogan) e-mail: cgrogan@WCPSS.net.