



LONG-TERM SUBSTITUTE CHECKOUT FORM

Name: _____

Long Term Sub for (teacher name): _____

Device Choice: ___ Mac ___ Windows

(Office use only) Asset Tag #: _____ Department/Building: _____

Long Term Sub Start Date: _____ End Date: _____

Will Long Term Sub need access to: Skyward? Y or N

Blended Learning? Y or N

Will sub require separate extension? Y or N

If yes, provide existing teacher's extension: _____

Other comments/Notes: _____

By accepting this device and signing below I attest that:

- I have read and fully understand the District's Acceptable Use Policy and the responsibilities I have when checking out district equipment.
- I agree to use the technology device checked out to me for the educational purposes for which it is intended and to help improve my skills and job performance while employed with USD497.
- I will not use this device for personal financial gain.
- I will use reasonable care in the operation and handling of the device and peripherals
- I will ensure materials are kept confidential.
- I will keep the device secure at all times. If the device is lost or stolen, I will:

o Notify the building principal and Director of Innovation & Technology in writing within 24 hours

o File a police report within 72 hours

o Provide a hard copy of the police report to building administrator and Director of

Innovation & Technology Services

*Staff member Signature _____ Date _____

*Authorization _____ Date _____

Building Principal or Other Administrator

It is the responsibility of the school principal to return the device to Technology Services. Otherwise the school will be charged a replacement fee

Technology Services

CHECK IN:

All items noted above have been returned to building principal in working order.

Exceptions? Y or N

Building Principal or Other Administrator _____ Date _____

Responsible for check in of equipment

Building Principal should return device to Technology Services within 3 days of Long Term Sub End Date.

Please attach this form to a Long Term Sub request in School Dude at
<http://www.myschoolbuilding.com/myschoolbuilding/mytdrequest.asp?acctnum=121107071..>

