



BURBANK UNIFIED SCHOOL DISTRICT
Technology Services

Application for Use of
Personal Equipment on School Premises

Employees who bring personal computers or other mobile electronic devices (aka: equipment) to their school or work site do so subject to Board Policies 4040/4156.3 and applicable collective bargaining provisions (BTA section 15.10 and CSEA sections 20.4-20.9). Approval by your school principal or supervisor prior to bringing any personal equipment onto District premises is a condition of seeking reimbursement for loss or damage to such equipment. The maximum reimbursement is \$250. Equipment will be reviewed by Technology Services to determine compatibility with the school and District's infrastructure.

Name: _____ Date: _____

Work Location(s): _____

Dates of Planned Use: _____ to *End of the School Year*

Personal Equipment (one item per form)

Site	Room	Equipment	Serial Number

RESPONSIBILITIES:

Employee

1. The employee, not the District is responsible for all issues with their equipment.
2. The employee will hold harmless the District and staff for any modifications to their equipment.
3. Equipment must meet or exceed minimum specifications per the District's Technology Master Plan.
4. All software must be legally owned by the employee.

District

1. The District is not responsible for any personal equipment and cannot perform any type of repair, diagnostic, upgrade, maintenance, recommendations or other services.
2. District staff will not install software on personal equipment.
3. **Internet Access** – Access is limited to Internet only.
4. **Termination** – The District reserves the right to terminate this agreement at anytime without cause.

I hereby apply for approval to use the above equipment on the dates listed above. I have read and agree to the provisions contained within this application. I further agree I will use my equipment in accordance with Board Policy 4040 (Employee Use of Technology) and the District Employee Handbook regarding use of equipment within the District. Finally, I acknowledge the maximum reimbursement as stated above and the applicable collective bargaining provisions.

Employee's Signature Date

[Office Use Only]

Application: Approved Denied

Principal/Supervisor Signature Date
(I approve equipment to be used within the District)

Technician Signature Date
(Equipment does does not meet minimum specifications per the Technology Master Plan)