

GADSDEN DISTRICT SCHOOLS MEDIA EQUIPMENT LIABILITY AGREEMENT

- Media equipment refers to laptops, iPads, document cameras, video cameras, LCD projectors, digital cameras, etc.
- Use of media equipment is for the incorporation of technology into the teacher's lesson plan.
- Media Equipment should be safeguarded against theft and damage.
- Media Equipment should be properly cleaned and kept free of dust.
- Replacement fees will be applied for lost, stolen, or damaged equipment.
- Any files saved by the user to laptop computers or iPads will be deleted upon the return to the media center.
- Return of equipment includes all parts i.e. usb cords, chargers, sd cards, batteries etc.
- It is imperative that all precautionary measures be taken when using media equipment to reduce the risk of damage and theft.

Full Name: _____

Employee ID#: _____

Equipment and Property # or Serial #: _____

Liability Statement:

**I accept responsibility for the media equipment while it is checked out to me from the
_____ Media Center.**

I agree to pay: \$ _____

**Replacement costs should the media equipment be stolen, lost, not returned or
damaged beyond repair in any way while the equipment is in my possession.**

My signature indicates my agreement with the above liability statement.

Signature: _____ **Date:** _____

Lesson Plan Attached: _____