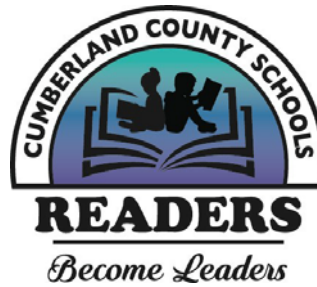


*Mrs. Janet C. Graham*  
*Director of Schools*

*Mrs. Teresa Boston*  
*Board of Education Chair*



*Cumberland County Board of Education*  
*368 Fourth Street*  
*Crossville, TN 38555*  
*Phone: 931-484-6135*  
*Fax: 931-484-6491*

### CCBOE Technology Usage Agreement

#### Procedure for Cumberland County Schools Technology\* Use

1. Equipment is inventoried to the CCBOE employee.
2. The employee **MUST** sign the Usage Agreement Document.
3. Once signed the document is filed by the School Inventory Clerk.
4. The document is valid for 1 school year and **MUST** be signed every year.
5. A copy should be given to the CCBOE employee.

\* Technology refers to Laptop, Ipad, Chromebook

*"Readers Become Leaders"*

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**CCBOE Technology Usage Agreement**

School: \_\_\_\_\_

Technology Signed Out (Please list individual items and inventory numbers):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, am signing out a piece of technology that belongs to  
CCBOE Personnel Name

the Cumberland County School System. I understand:

- I am fully responsible for this piece of equipment while it is in my possession.
- If the equipment is damaged (dropped, cracked, broken, stolen, liquid damaged, etc.), I will be financially responsible for the repairs.

\_\_\_\_\_  
CCBOE Personnel Signature

\_\_\_\_\_  
School Inventory Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*"Readers Become Leaders"*