

Take-Home Device Permission Form
For Employees of Peoria Public Schools District #150 (PSD #150)

If your principal/building administrator has approved your use of a district technology device to be taken home during the summertime (such as a laptop or iPad), you must read and complete the form below before removing the take-home device from school property. *(Devices with Title I asset tags cannot be taken home by staff.)*

It is the responsibility of the district staff employee to review and follow the technology guidelines set forth in Board Policies available online at <http://www.psd150.org/domain/59>. The most relevant sections are 5:130 (Electronic Communications/Social Networks), 5:170 (Copyright Compliance), 6:235 and 6:235AP (Acceptable Use, Internet Safety, Authorization Form already signed by employee upon hire), and 6:238 (Acceptable Use Policy for Employees Using District Technology).

Take-home devices will require personal internet account access when used off school property (such as home or public wi-fi access). PSD #150 will not provide internet access for take-home devices. Your home/public internet access is not filtered by the district, but you may still not use the take-home device to access material that is considered pornographic in nature, or that advocates violence, illegal activities, or discrimination toward other people (Board Policy 6:238). No software applications may be installed on the take-home device over the summer without approval from the technology department.

If the take-home device has a failure of an internal part, it is covered by a warranty and will be repaired at no cost to the employee. **If the take-home device is lost, stolen or damaged through negligence, vandalism, or failure to follow the proper care guidelines, then you are responsible for the cost of repair or replacement.**

Each take-home device is the property of Peoria Public Schools District #150. PSD #150 reserves the right to demand the immediate return of the take-home device at any time. *Complete one form for each device taken home by the employee.*

Employee Name: _____

Employee Building/Location: _____

Device Type (laptop, iPad, etc.): _____

Device Asset tag Number (can't be Title I): _____

Device Serial Number: _____

Device Model/Part Number (for HP devices): _____

Reason for taking home over the summer: _____

Date Taken Home: _____

Employee Signature (Name and Date): _____

Principal Signature (Name and Date): _____

Complete above section when taking device – give copy of form to employee, a copy to Technology Dept., and original stays at school. Complete the bottom section of original form when item is returned, give copy of form to employee, and return original form to Technology Dept.

Date Returned to School: _____

Employee Signature (Name and Date): _____

Principal Signature (Name and Date): _____