



Clovis Municipal Schools

Technology Department

*P.O. Box 19000
1009 Main Street
Clovis, New Mexico 88102-9000
575.769.4300 FAX 575.769.4333
www.clovis-schools.org*

Employee Sign-Out Form & User Agreement for CMS Technology Equipment

- CMS Staff Members may be issued, assigned and authorized to utilize CMS technology equipment for business, instructional, or school-related purposes ONLY, including: laptops, tablet computer, scanners, cameras, kindles, Smart-pens and Projectors.
- At the time such equipment is issued and assigned to the Staff Member by CMS, the employee will be required to fill out and sign the “Employee Sign-out Form and User Agreement” for such technology equipment.
- All equipment assigned to you will be on loan for a period specified in Form, but in no event later than the last day of your employment with CMS, or upon return of the equipment to the CMS IT Department in good and working condition.
- You are bound to follow all CMS technology guidelines and Acceptable Use policies when using CMS electronic equipment.
- All equipment issued to you by CMS must be returned in good and working condition at the end of the assigned period or on or before your last day of employment with CMS, whichever is earlier. NO EXCEPTIONS.
- Upon return, equipment will be inspected by IT Staff to ensure it is still in good and workable condition, as it was when assigned to you, normal wear and tear is expected.
- Should the equipment be lost, damaged or destroyed, or should you fail to return the equipment assigned to you, as well as its corresponding parts (i.e. charger, batteries, etc...), on or before the end of the assignment period or the last day of your employment with CMS, whichever is earlier, you will be responsible for paying or reimbursing CMS for the cost of repair or replacement of the equipment.
- Payment for repair or replacement of equipment will be due no later than thirty days after the IT Department gives you notice of the repair or replacement cost, or on the last day of your employment with CMS, whichever is earlier.
- Should you fail to pay for or reimburse CMS for the repair or replacement cost of the equipment, CMS is hereby authorized to deduct such costs from your payroll following reasonable notice to you.

WARRANTY

CMS makes no warranties of any kind, whether expressed or implied, for the service it is providing. CMS will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non deliveries, misdirected deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user’s risk. CMS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

The mission of the Clovis Municipal Schools, an alliance highly committed to educational excellence, is to equip each student with the knowledge and skills needed for a productive life of creative thinking, continuous learning, and exemplary character through challenging and engaging learning experiences led by a dedicated, unified team in vital partnership with family, church, and community.

****NOTE****

This is the property of the Clovis Municipal Schools and all safeguards should be adhered to in accordance with the AUP/User Agreement for CMS Technology Equipment.

- Please keep all items clean. It is recommended that all food, drink and other possible damaging substances not be in the proximity of the equipment. Immediately contact CMS Help Desk if any accident or strange actions occur involving the equipment even if there does not appear to be any visual damage.

Tag #	Serial	Description	PO	Power Adapter	Site From Room #	Site To Room #

I understand in accepting the item(s) listed above, and issued to me by CMS, I will be responsible for the replacement cost if it is not returned, or if the item is lost, broken or in poor condition beyond normal wear and tear, upon return, I am responsible for any and all repair costs or replacement. By signing this document, I also acknowledge I have received and read a copy of the CMS Acceptable Technology Use Policy, and that I agree to abide by the terms of that policy. All items signed for must be returned to the CMS Help Desk Office prior to the employees last workday.

Releasing Staff Member:
 DATE: _____ NAME: _____ SIGNATURE: _____

Receiving Staff Member:
 DATE: _____ NAME: _____ SIGNATURE: _____

Please contact the Technology Secretary to settle any outstanding debt.

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