

MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

**Employee Computer/Computing Device/Internet Use
Acknowledgement Form**

No employee shall be allowed to use school computers/computing devices or the Internet until he/she has signed and returned this acknowledgment.

I have read policy GCSA – Employee Computer/Computing Device and Internet Use and GCSA-R – Employee Computer/Computing Device and Internet Use Rules and understand their terms and conditions.

Signature

Date

Insurance

I understand that I have the option to purchase insurance to cover damages including, but not limited to, liquid damage, accidental dropping, and stolen or lost laptops/computing devices.

_____ I have returned the paperwork to school and paid for the insurance.

_____ I have returned the paperwork to school and declined the insurance with the understanding that I am responsible for all damages.

Employee Signature

Date

NOTE: This Acknowledgement Form shall be signed annually and submitted to the building principal.

History:	Adopted	Meeting #729	December 9, 1999
	Revised	Meeting #746	December 6, 2000
	Revised	Meeting #917	July 9, 2012