

EAST ORANGE SCHOOL DISTRICT  
DIVISION OF TECHNOLOGY & INFORMATION SERVICES

199 4<sup>th</sup> Avenue  
East Orange, New Jersey 07017-1026  
Phone (973) 266-2371 Fax (973) 678-5293  
[www.eastorange.k12.nj.us](http://www.eastorange.k12.nj.us)

TECHNOLOGY EQUIPMENT RELEASE FORM

Equipment Description: \_\_\_\_\_

Asset Tag Number: \_\_\_\_\_

Student Name/ID Number \_\_\_\_\_

By accepting the above list equipment, I \_\_\_\_\_ agree to  
adhere to the following:

- Read and agree to abide by the District's Acceptable Use Policy for technology;
  - Will take appropriate steps to guard against thief, loss, or damage;
  - Will not use the above listed equipment to engage in any illegal activity;
  - Will not use this equipment to download, upload, copy, store or retrieve inappropriate material;
  - Will not modify or remove District software from this equipment without Technology Department's approval;
  - Will not use this equipment to engage in any employment activities other than those required to support the District's operations;
  - Call 973 266-2961 immediately to report this computer as missing or stolen;
- This equipment must be returned to the school upon request. Please note that if this device is lost, stolen or damaged you will be responsible for a \$400.00 replacement fee.

Signature: \_\_\_\_\_ School/Department \_\_\_\_\_

Date: \_\_\_\_\_ Date Returned: \_\_\_\_\_