Policy Title:	**Tablet Checkout/Check-In**
Service Area:	Technology
Policy Number:	
Policy Form(s) (*if applicable*):	
Performance Standards Reference:	
Head Start Act 2007 Reference:	
Minimum Standards (*if applicable*):	
Revision Date:	
Policy Council Approval Date:	
Advisory Committee Approval Date:	

Policy:

CHECK-OUT PROCEDURE:
The department of Technology offers an electronic equipment checkout service to all EHS and Delegate/CCP staff and teachers. Electronic equipment is available for checkout and must sign the release form. Electronic equipment is to be used for the purposes of work, education, and research related to EHS activities. Equipment will only be checked out to authorized persons. The person whose name is on the checkout form will be responsible for its safe and timely return. Equipment returned by the faculty/staff member shall be verified that it has been returned in working condition and all peripherals are neatly stored in the appropriate equipment case, if applicable. A receipt of the return will be provided upon request.

CHECK-IN (RETURN) PROCEDURE
When equipment is returned, it should be in the same or better condition than when it was checked out. For example, tablets should be neatly packed, and cables neatly coiled. If a staff member teacher has experienced trouble with any of the equipment checked out to them, they should immediately request for repair or replacement. It is the sole responsibility of the person whose name is on the checkout form to ensure all equipment is returned and properly checked in. Equipment must never be handed out to the next person/employee without the proper check in/out procedure. Equipment must be returned to the same location or person from which it was checked out. Items dropped off at locations other than the original borrowing location are not considered returned and may be reported as missing.

Lost, Damaged, or Stolen Equipment
If a tablet is lost, stolen, or damaged, please report the incident to the Systems Analyst as soon as possible. In the case of theft, please provide a police report if one is available. Please do not leave faulty equipment in the classroom/office. Return equipment for repair or replacement.

Limits & Availability
- The electronic equipment can only be checked out and used by currently employed Grantee, Delegate, and CCP staff or teachers.
- Faculty and staff will be allowed only one tablet/computer at a time.
- Borrowers may not alter, delete or copy any software loaded on the electronic equipment or otherwise change its existing configuration.