

**EAST ORANGE SCHOOL DISTRICT
DIVISION OF TECHNOLOGY & INFORMATION SERVICES**

715 Park Avenue
East Orange, New Jersey 07017-1026
Phone (973) 266-2371 Fax (973) 678-5293
www.eastorange.k12.nj.us

TECHNOLOGY EQUIPMENT RELEASE FORM

Equipment Description: _____

Asset Tag Number: _____

Computer Serial 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 theft, 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;
- If reassigned, this equipment will be returned to the Technology Department for asset retagging;
- Call 973 266-2961 immediately to report this computer as missing or stolen;
- This equipment must be returned to the Technology Department five (5) business days prior to ending my employment with the District.

Signature: _____ School/Department _____

Date: _____

Date Returned: _____

(V1.0 11/07)