



RED CLAY CONSOLIDATED SCHOOL DISTRICT  
**ADMINISTRATIVE MEMORANDUM**

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SIGN-OUT OF TECHNOLOGY EQUIPMENT | 5008.1

Employees may be assigned technology equipment to be used outside of the building. Employees may remove technology from District buildings only after receiving permission from their supervisor. Supervisors may grant permission to borrow equipment when it benefits the District. When granting permission, supervisors must have employees sign a Technology Equipment Sign-Out Form (attached). When equipment is provided by the Technology Office, the form will be maintained by the Technology Office.

By signing out equipment, employees acknowledge that use of the equipment outside of the building is not a requirement for their job. Employees are responsible for any damage or loss while the equipment is assigned to them. The employee also agrees to cooperate with efforts to retrieve missing equipment including filing police reports or appropriate insurance claims.

Employees are reminded that equipment may not be used for personal gain.

Questions about the information contained in this administrative memorandum should be directed to the Manager of Technology.