

## Employee Equipment Use Agreement

Murfreesboro City Schools agrees to provide the following equipment to the employee for use during the term of their employment:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The employee agrees to use the provided equipment solely for the purpose of school- or district-related activities. Personal use of district-provided equipment is prohibited. The employee understands that the employee's use of the device may be audited by the Finance Department or Human Resources Department, as needed. If personal use of the device results in additional charges, the employee will be responsible for the payment of those charges and deductions to the employee's paycheck may be made if necessary.

The employee also understands that any records made or received in connection with the transaction of MCS business is a public record, unless confidential under federal or state law, regardless of whether the record was made or received on or through MCS-provided resources or personal resources. Public records are subject to inspection by any citizen of Tennessee, including a representative of the media. Billing records or any other record of communications (such as e-mails and/or text messages) made or received on a MCS provided or personal wireless device in connection with the transaction of MCS-business are subject to inspection unless confidential under federal or state law.

The employee agrees to exercise reasonable care and diligence in use of the equipment assigned. Any damage caused by negligence or misuse of the equipment will be the responsibility of the employee. Murfreesboro City Schools reserves the right to deduct repair or replacement costs from the employee's paycheck. The employee agrees to take all necessary measures to secure the equipment and prevent unauthorized access. Any confidential or sensitive information stored on the equipment must be protected, and the employee is responsible for reporting any loss or theft to their supervisor immediately.

The employee agrees not to install or uninstall any software on the equipment without prior authorization from the district's Technology Department. All data created, received, or stored on the equipment is considered the property of Murfreesboro City Schools, and the employee has no expectation of privacy regarding such data.

Upon separation or termination of employment, or at the district's request, the employee agrees to promptly return all equipment provided by the district, including accessories. The equipment must be returned in the same condition as when received, reasonable wear and tear excepted. Employees are prohibited from removing or altering any hardware components or attempting to access, copy, or transfer any district information or confidential information from the device.

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By signing below, you agree that you have read and agree to the above terms. You accept responsibility for the care and security of all equipment issued to you under this agreement and take full financial responsibility for replacing equipment in the case of damage, loss, or theft as a result of your negligence. You acknowledge that all equipment will remain the property of Murfreesboro City Schools.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor or Finance Department  
Representative (Print)

\_\_\_\_\_  
Supervisor or Finance Department  
Representative Signature

\_\_\_\_\_  
Date