

TO: All Teachers
FROM: Information Technology (IT)
RE: End-of-Year Technology Check Out

End of the school year is quickly approaching. As indicated in the recent Technology News e-mail, teachers are now able to perform the annual Technology Equipment Check-out online (website). Click or follow this link <http://itsequipmentuseagreement.fortbendisd.com> to access the “**Annual Check Out Form**”. This will allow you to provide an electronic record of what you plan to do with your laptop over summer. This process will also provide you with an opportunity to report on the end of year condition of your classroom technology (*i.e. Projectors, computers, document camera etc.*)

With this information we hope to get ahead of your start of school needs by addressing the issues you identify at the end of the current school year.

Please be aware that laptop assignments are based on campus assignment. If an employee vacates their position or leaves the District the laptop stays assigned to the originally assigned location. Please refer to the Questions & Answers section below regarding specific scenarios. As a reminder of terms of usage and responsibility please refer to the technology equipment use agreement.

Please see below for:

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Annual Technology Equipment Check-Out FAQs

Q. Can I skip the check-out process?

Ans. No, you are required to acknowledge the user agreement even if you choose to decline it. Once you have chosen your preference then you can proceed with the check-out process.

Q. Can I take my laptop with me while on summer break?

Ans. Yes, you can take the laptop with you as long as you observe appropriate care and security practices. Please refer to the Equipment (Laptop) use agreement for more details.

Q. Do I have to take the laptop with me over the summer break?

Ans. No, you can leave the laptop locked and secured to your desk over the break if you do not wish to take it with you. Keep in mind that you will be required to commit to either taking it or leaving it prior to the end of the school year. You will make the selection on the annual technology equipment check-out website. The website will be made available in the next few weeks.

Q: If I plan to retire or resign, what do I do with the laptop?

Ans. The laptop should stay in your originally assigned room with the lock attached and secured.

Q. I have a new teaching assignment at a new campus. Can I take the laptop with me over summer and then take it to my new campus?

Ans. No, the laptop stays at the campus and room that it was originally assigned to at your current campus.

Q. I have a new teaching assignment at my current campus and I will be in a new classroom next year. Can I take the laptop with me over summer and to the new classroom?

Ans. Yes, you can take the laptop with you over summer and then take it to your new room assignment at the same campus. When you get to your new classroom at the same campus and you see a laptop already there, remember to report it to your principal and IT (X41300) so that it can be moved to another classroom for use by another teacher. Also please submit an IT request to have the combo code reset in your new classroom.

Q. My position is being transferred to a new campus. What should I do?

Ans. You must leave your current laptop at the current campus/classroom. IT will work with HR and campus to determine what needs to happen as a result of position transfers and how to handle the equipment as appropriate.

Q. My laptop was stolen. What should I do?

Ans.

- If this happened on campus, report the theft to the campus officer or the FBISD police at x45500.

- If this happened off campus you will need to provide a local police report number.
- Once the police report number has been obtained, report this incident to the FBISD Customer Service Center at x41300.

Q. Should I take a damaged laptop home with me?

Ans. No, you should not remove a damaged equipment from the campus. Damaged equipment needs to be evaluated for warranty eligibility. Please contact Customer Service at x41300 so that the unit can be evaluated.

Q. I will be teaching Summer School this year. Should I take my current laptop with me?

Ans. Yes, take your laptop with you for this temporary assignment. If the summer school is at a different campus than your own OR If you are not planning to return to your current campus in the new year OR if you plan to leave FBISD OR if you plan to retire, please make sure to return the laptop to its original campus upon completion of the assignment or in time for the start of new school year.

Q. Can I take the laptop home for summer use if I haven not completed the Technology Equipment User Agreement?

No. You must agree to Technology Equipment User Agreement before undocking or unlocking the device from its assigned location. You can access the Technology Equipment User Agreement by clicking [HERE](#).

Annual Technology Equipment Check-Out How-To

If you have not acknowledged the Technology Equipment User Agreement previously, you will not be able to access the Annual Check Out Form. You will have to first complete the Technology Equipment User Agreement prior to starting the Annual Check Out process.

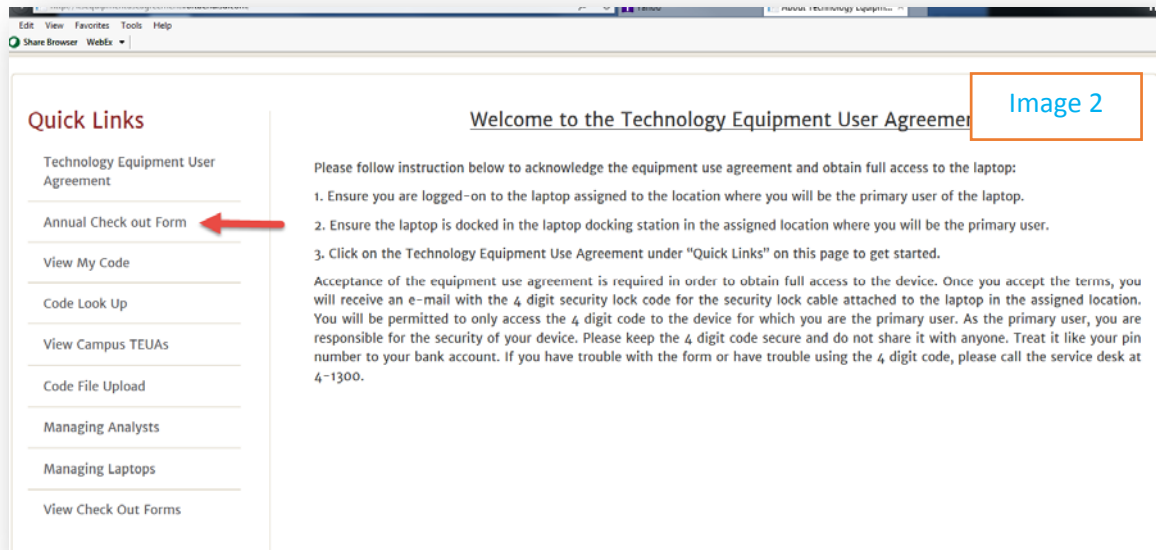
How to Acknowledge Technology Equipment User Agreement:

1. [CLICK HERE](#) to open Technology Equipment User Agreement (See Image 1 below)
2. On the left hand column under “Quick Links”, click on “Technology Equipment User Agreement”
3. Complete all required fields, then either **accept** or **decline** the agreement.
 - If you **accept** the agreement, a cable lock combo code will be sent to you via your Fort Bend ISD e-mail. You will be able to unlock and undock the laptop using the combo code.
 - If you **decline** the agreement, a cable lock combo code will NOT be sent to you. Thus you cannot unlock or undock the device from the docking station. You will still be able to use the laptop; you just won’t be able to unlock or undock it.

4. Once you have completed the agreement you can now proceed to the Annual Check Out Form.

How to fill-out the Annual Check Out Form:

1. [CLICK HERE](#) to open Technology Equipment User Agreement
2. On the left hand column under “Quick Links”, click on “Annual Check Out Form” (See Image 2 & 3 below)



3. Complete all required information as indicated on the form:
 - a. Make sure your name, employee ID, work location, room, contract phone, e-mail is correct
 - b. Verify your device serial number is correct. Keep in mind you cannot check-out a laptop you did not check-in. For example, if you checked-in with a certain laptop & serial number earlier in the year and now you have a different laptop for some reason, the system will know that you don't have the same laptop (serial number) you registered with initially. If this is the case for you, you will have to open a CRM ticket by calling Customer Service Center at X41300.
 - c. **Very Important: You will have to select if you plan to take the laptop off-site over summer or not (See image below). You can make the appropriate selection on the website. In the event you are NOT taking the laptop with you, please make sure to lock the laptop with the provided cable lock or secure the laptop in a locked cabinet.**

Used off site? _____

I plan to take the laptop off-site during the summer holiday
 I do NOT plan to take the laptop off-site during summer holiday

[Please refer to section 18 of the Laptop User Agreement regarding off-site use](#)

- d. For each of the classroom technology listed, please indicate the status by selecting the appropriate option (*See image below*). For any broken technology, please open a repair ticket (Call X41300) and enter the ticket number in the appropriate field.

Condition:

Choose...

- Choose...
- Present and in working order
- Present but not working (Please type in ticket number below)
- Missing (Please explain below)
- Not issued

How school administrator (Principals) can verify check-out status:

Principals can verify checkout status by going to the View Check Out Forms link and selecting their respective campus data. The data can be viewed online or it can be export to an excel spreadsheet through the same interface.

Quick Links

- Technology Equipment User Agreement
- Annual Check out Form
- View My Code
- Code Look Up
- View Campus TEUAs
- Code File Upload
- Managing Analysts
- Managing Laptops
- View Check Out Forms

Check Out Forms

Campus Name:
 Last Name: First Name:

Employee ID	First Name	Last Name	Time	Location	Room	Device Name	Reason	Ticket	Device Name	Reason	Ticket	Device Name	Reason	Ticket	Device Name	Reason	Ticket	Device Name	Reason	Ticket	Device Name
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