

iPad/Surface Tablet Acceptance Form

Date: _____ Serial #: _____

Date: _____ Serial #: _____

Names: _____

Center/Classroom: _____ Work Phone Number: _____

Date Assigned: _____ Date inventoried/inspected: _____

I understand that iPads/Surface Tablets, equipment, and/or accessories that SNHS has provided to me are the property of Southern New Hampshire Services, INC. I agree to the terms outlined in SNHS’s Employee iPad/Surface Tablet Agreement, the Internet Policy agreement, and Technology and Communications Systems Policy.

I understand that I will report any damage, loss, or theft of the iPad/Surface Tablet to my Center Director/Supervisor who will then forward that information to SNHS Administration and IT Support. Additionally, I understand that I will not be held responsible for iPad/Surface Tablet problems resulting from regular school-related use; however, I understand that I am personally responsible for any damage, theft, or loss of the iPad/Surface Tablet and/or related equipment and accessories due to negligence.

I understand that a violation of the terms and conditions set out in the Employee iPad/Surface Tablet Agreement, the Internet Policy Agreement, and Technology and Communications Systems Policy will result in the restriction and/or termination of my use of SNHS’s iPads/Surface Tablets, equipment, and/or accessories and may result in further discipline up to and including termination of employment and/or legal action.

Items Loaned/Condition

Item	Received	Condition	Inventoried/Needs Service/issues
iPad	Yes <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>	Yes <input type="checkbox"/> / _____
Power Supply and Cable	Yes <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>	Yes <input type="checkbox"/> / _____
iPad Case/Keyboard/Cable	Yes <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>	Yes <input type="checkbox"/> / _____
Stylus	Yes <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>	Yes <input type="checkbox"/> / _____
Surface Tablet	Yes <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>	Yes <input type="checkbox"/> / _____
Surface charging cord	Yes <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>	Yes <input type="checkbox"/> / _____

Classroom Staff:

Staff Signature _____ Date: _____

Staff Signature _____ Date: _____

Staff Signature _____ Date: _____