



iPad Checkout Procedure

I. Purpose

This procedure outlines the procedures and guidelines for Chilton County Schools employees checking out iPads from the technology department to ensure proper use, accountability, and availability of devices for all team members. We hope that providing this resource to teachers in Chilton County Schools that increased technology integration in classrooms will be made possible.

II. Eligibility

- iPads are available for checkout to employees for school/curriculum-related purposes only.
- Personal use of iPads is prohibited unless expressly approved by management.
- Only full time employees may request the use of iPads for instructional purposes.
- Maximum time of a single check out is two weeks (10 consecutive school days), unless a special request is made.
- iPads must be used on a school campus only.
- All employees must sign an acknowledgment form confirming they have read, understood, and agreed to this policy before being allowed to check out an iPad.

III. Checkout Procedures

- Employees must submit a ticket through FreshDesk to the technology department at least five business days in advance. The ticket must include: the teacher's name, school, date and length of time, devices needed, and any apps needed (must be approved and vetted).
 - [Link to Chilton County FreshDesk](#)
- A checkout log will be maintained, including the employee's name, device serial number, checkout date, and expected return date.
- Employees must inspect the iPad upon checkout and report any existing damage or issues to the technology department.
- You will receive a confirmation email confirming your rental. Devices will be delivered to your school no later than the day before the needed date.



IV. Usage Guidelines

iPads should be used in compliance with company policies, including acceptable use and data security guidelines. Employees are responsible for keeping the iPad secure and protected from damage, theft, or loss. Any apps or software requested to be installed on the iPad must be pre-approved by the IT Department. Any saved data must be stored securely and deleted from the device upon return.

V. Return Procedure

- iPads must be ready for return by the agreed-upon return date. Extensions may be granted with prior approval.
- Employees must ensure the device is fully charged and in working condition upon return.
- Any damage, loss, or technical issues must be reported immediately to the technology department. Please use the form sent to you via email to fill out any damages.
- The technology department will inspect the device upon return to confirm its condition.

VI. Liability & Violations

Employees are responsible for any damage, loss, or theft of the iPad while it is in their possession. If negligence is determined, the employee may be required to cover repair or replacement costs.

Failure to comply with these procedures may result in disciplinary action, up to and including termination of employment. Repeat violations may result in suspension of checkout privileges.

This procedure is effective as of January 15, 2025 and will be reviewed annually or as needed.