



JON J.P. FERNANDEZ  
Superintendent of Education

# DEPARTMENT OF EDUCATION OFFICE OF THE SUPERINTENDENT

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## Parent/Guardian and Student Equipment Agreement

|   |                           |   |                         |
|---|---------------------------|---|-------------------------|
| <b>Asset Tag Number:</b>                    |                           | <b>Serial Number:</b>                       |                         |
| <b>Equipment Type:</b>                      |                           | <b>Model Number:</b>                        | <b>Equipment Value:</b> |
| <b>School Name:</b>                         |                           |   |                         |
| <b>Print Student Name:</b>                  |                           | <b>Student ID Number:</b>                   |                         |
| <b>Print Father/Guardian Name:</b>          |                           | <b>Father/Guardian Email Address:</b>       |                         |
| <b>Print Mother/Guardian Name:</b>          |                           | <b>Mother/Guardian Email Address:</b>       |                         |
| <b>Home Phone Number:</b>                   | <b>Cell Phone Number:</b> | <b>Other Contact Number:</b>                |                         |
| <b>Mailing Address:</b>                     |                           | <b>Physical Home Address:</b>               |                         |
| <b>Father/ Guardian ID type and number:</b> |                           | <b>Mother/ Guardian ID type and number:</b> |                         |

## EQUIPMENT RESPONSIBILITY

The parent/guardian/student agree to protect the device/equipment at all times.

The parent/guardian/student have received, read, and signed Guam Board of Education Policies for Education Technology Use, **Board Policy No.: 379 (Instruction - Students)** and **BP 836 (Parents, Guardians, and Visitors)** which identifies guidelines for the use of technology, acceptable and unacceptable use of technology as well as guidelines for network and e- mail use.

The parent/guardian/student will receive upon request a copy of the technical specifications of the device/equipment and, if applicable, the software. The parent/guardian/student will take notice of the minimum capabilities that any replacement computer equipment will require.

The parent/guardian/student understands that this device/equipment is a GDOE property, and is provided as part of educational tool set. If any situation the parent/guardian/student withdraws from the current school, the latter will return the device/equipment in good condition.

## **FINANCIAL OBLIGATION**

As previously stated, all named individuals and signatories are personally and separately liable for the replacement value of the GDOE equipment that we receive. The following options shall be GDOE's sole discretion to use and the signatories names shall be subject to GDOE's discretion.

### **Option 1: REPLACEMENT of the device/equipment.**

- After notifying the school principal, the parent/guardian/student may choose to replace the computer equipment with computer equipment of equal or greater functionality, subject to approval by GDOE. The replacement device/equipment will be GDOE property. The functionality will be determined by the specifications of the equipment signed for and provided upon request.
- The parent/guardian/student must provide GDOE the specifications of the proposed device/equipment to purchase as a replacement within ten (10) business days.
- GDOE will have ten (10) business days to determine if the device/equipment intended to purchase meets the functionality requirement.
- Within ten (10) calendar days of approval from GDOE, the parent/guardian/student will provide the replacement device/equipment and/or proof of purchase and shipping arrival estimate.

### **Option 2: PAYMENT for replacement device/equipment.**

- If the parent/guardian/student opts to pay for the replacement of the device/equipment, the parent/guardian/student will be responsible for the recovery cost and the software replacement of the device/equipment.
- The parent/guardian/student can either pay GDOE in full within five (5) business days of notice of the amount or according to an agreed-upon payment plan.
- The parent/guardian/student understands that there is no guarantee that a replacement device/equipment will be provided until full payment has been received by GDOE.

## SOFTWARE REPLACEMENT

If the device/equipment is damaged, lost, or stolen due to negligence on the part of the parent/guardian/student, the latter accepts the responsibility to pay for new software licenses if it is indeed installed on the device/equipment received.

The parent/guardian/student will pay GDOE the amount listed in the Microsoft Select Plus Agreement License price list that is valid for the month.

The parent/guardian/student can either pay GDOE in full within five (5) business days of notice of the amount for the new software licenses or according to an agreed upon payment plan.

## REPORTING RESPONSIBILITY

The parent/guardian/student understands that if the equipment is damaged, lost, or stolen due to an unforeseen event that is not under the control of the parent/guardian/student, GDOE will strive to replace the equipment, but is not obligated to do so.

The parent/guardian/student understands that if the **damage(s)** to the device/equipment is covered under warranty then GDOE will strive to have the equipment repaired under warranty at no cost.

The parent/guardian/student understands that if any of the device/equipment has been **damaged**, the latter shall report the situation to the principal within one (1) business day of the occurrence with a detailed written statement.

The parent/guardian/student understands that if any of the equipment has been lost or stolen, latter must report the situation to the Guam Police Department (GPD) within twenty-fours (24); inform the school principal of the situation, and provide the GPD Case Number with a written statement of the details of the loss or theft. The parent/guardian/student also understand that a copy of the Legal Report may be requested, and that it must be provided within five (5) business days or when the final report is ready.

## ACKNOWLEDGEMENT

I/WE certify that I am the parent/legal guardian of the child named above, and hereby agree to the conditions, guidance, and responsibility for the GDOE equipment that I receive. I/We agree to full financial responsibility for the GDOE equipment and/or software for any and all reasons, including but not limited to loss, theft, or damages that will incur while the equipment is in our possession. I/We understand that the GDOE equipment is and will always be GDOE property, regardless of circumstances.

|   |                                     |             |
|---|-------------------------------------|-------------|
|   |                                     |             |
| <b>Print STUDENT Name</b>               | <b>Signature (18yrs. And older)</b> | <b>Date</b> |
|   |                                     |             |
| <b>Print Father/Guardian Name</b>       | <b>Signature</b>                    | <b>Date</b> |
|   |                                     |             |
| <b>Print Mother/Guardian Name</b>       | <b>Signature</b>                    | <b>Date</b> |
|   |                                     |             |
| <b>Print School Official Name/TITLE</b> | <b>Signature</b>                    | <b>Date</b> |



# DEPARTMENT OF EDUCATION PROPERTY MANAGEMENT OFFICE

502 Mariner Avenue  
Barrigada, Guam 96913  
Telephone: (671)475-0634  
property@gdoe.net



*K. Erik Swanson, Ph. D.*  
*Superintendent of Education*

*Carmen T. Charfauros*  
*Supply Management Administrator*

## RECEIPT FOR PROPERTY SY' 2023-2024

|   |                                |
|---|--------------------------------|
| <b>NAME: Student ID:</b>  |                                |
| Condition Code: <b>New</b>  | Asset Tag/Bar Code:            |
| <b>Serial Number:</b>   | Model Number: <b>L 13 Yoga</b> |
| Brand Name: <b>Lenovo Thinkpad</b>  | Qty. <b>1</b>                  |
| Total Value: <b>\$767.00</b>  | Current User:                  |
| Description of Item (s):<br><b>PO#20190713</b><br><input type="checkbox"/> <b>Charger Qty.-1 SN#:</b> _____<br>Student Password: <b><u>Learn12!</u></b><br><b>Please do NOT change the password.</b>  |                                |
| Reason for Movement: <b>To be used for SY'2023-2024 STUDENT USE</b>   |                                |
| Print Released By:<br><b>Bobby M. McIntosh</b>  |                                |
| Print Received By:  | Signature: _____ Date: _____   |
| <b>Note:</b><br>It is understood that I am personally responsible for the property listed above. Should any of the item(s) listed above be lost, stolen, damaged or destroyed through my negligence or carelessness, a payment covering the value of the item(s) is required. (Refer to SOP#200-015 for Methods of obtaining relief of responsibility and Payment)<br><b>If the item(s) has been stolen, you must do the following:</b><br>1. Report the situation to the Guam Police Department<br>2. Complete a Certificate of Loss of Government Property Form<br>3. Obtain a copy of the Police Report and the Case Number<br>Submit copies of #2 (Certificate of Loss) and #3 (a copy of the Police Report and Case Number) to the Property Management Office. |                                |
| <b>Additional Remarks/Comments:</b><br><b>Ismael Perez, Principal Signature/Date:</b> _____   |                                |



## Computer Equipment Protection Guidelines

The following guidelines are provided to help keep your computer equipment in good repair. If you need further information or assistance, please contact FDMS IT at [rlimjap@fatherduenas.com](mailto:rlimjap@fatherduenas.com)

**Technical Issues, please include the following information on email subject:**

- Student Name
  - Tag #
  - Issue/Problem (be specific and try to include screenshots to better assist you)
- 
- This computer equipment is owned by DOE-FDMS and upon request by FDMS this computer equipment must be returned by the close of the next business day.
  - The computer equipment is given to a teacher/student as a professional tool to assist you with tasks such as distance learning for core content areas. This computer equipment shall NOT be used for Theology assignments.
  - When you are not using your computer equipment, use a reasonable measure of protection to create a barrier that protects your computer equipment, such as locking in a file drawer, locking in a desk, etc. Develop the habit of keeping your computer in a locked drawer, a locked classroom, or with you. Please remember that leaving the computer equipment in an unlocked classroom/home does not mean it is secured. Actions that keep your computer equipment safe work best when they are habits.
  - Report any loss or damage of the computer equipment immediately to your principal by emailing [iperez@fatherduenas.com](mailto:iperez@fatherduenas.com)
  - If you are transporting your computer equipment in your vehicle, keep it out of sight or in the trunk to prevent theft. Never leave your computer equipment in an unlocked vehicle.
  - According to the acceptance agreement, each teacher, student, parent is responsible for all parts of the computer equipment.
  - When asked to return your computer equipment for repair or maintenance please do so by the next business day.
  - Take care not to expose your computer equipment to extreme temperatures. The liquid material in the screen can boil, so keeping the computer equipment in your vehicle for extended periods of time is not a good idea.
  - Avoid eating or drinking near the computer as food can damage the keyboard and the electronics directly under the keyboard.
  - Do not install unapproved software on your computer equipment. FDMS will work with you to identify software that has been reviewed for instructional purposes and evaluated by FDMS to ensure it is compatible with our network.
  - The computer equipment has been issued to you for your professional use. If others use your computer, please make sure that you have logged out, so unauthorized personnel cannot access sensitive data.
  - Passwords may be found on the Receipt for Property and/or Transfer of Property Form.
  - Your computer equipment is loaded with anti-virus software and a firewall; you are not authorized to disable this software as it could compromise the network. Please do not attempt to disable anti-virus software and a firewall. Never attempt to install spyware onto the computer equipment.

### I have read and understood the Computer Equipment Protection Guideline

Student Name: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

**Print**

**Signature**

**Date**