



Home Computer Software Loan Affidavit

I, _____, hereby agree that I will use the software/key loaned to me
(print first and last name)

by the Waterloo Catholic District School Board, for installation on my home computer, in accordance with the following terms:

1. The software or installation key will be installed only on the ONE standalone computer OR laptop/Netbook computer identified on this affidavit.
2. I assume full responsibility for the handling and installation of the software media loaned to me (CD's & DVD's), and I will return the CD's/DVD's to the Technology Literacy Department on or before the return date specified. (Some CD's are borrowed from school on an overnight/weekend basis.)
3. I will keep the software CD's or DVD's in my care at all times during the period of the loan and will ensure that they are not borrowed, copied, or otherwise compromised while in my care.
4. I will use the software for classroom preparation, personal study related to classroom use, and administrative duties related to my role with the Waterloo Catholic District School Board.
5. I will remove all borrowed computer programs from the computer identified on this affidavit immediately upon ending my employment with the Waterloo Catholic District School Board, or at any time earlier, if requested to do so by the Waterloo Catholic District School Board.
6. I will remove individual computer programs as soon as they are no longer applicable to the grades or courses I am teaching.

| Software List | Date of Loan | | | Return Date | | | Date Removed | | |
|---------------|--------------|----|----|-------------|----|----|--------------|----|----|
| | YY | MM | DD | YY | MM | DD | YY | MM | DD |
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Signature: _____

School: _____

Witness (print): _____

Witness (Signature): _____

Computer Identification

*** Mandatory ***

Home
 Phone Number: _____

Please check one.

- | | |
|------------------|--|
| Operating System | <input type="checkbox"/> Windows XP |
| | <input type="checkbox"/> Windows Vista |
| | <input type="checkbox"/> Windows 7 |

Keep a copy for your records. Send to the Technological Literacy Department by email attachment, board courier or fax to 578-5520 – Complete form only once.
For all future requests call or email: michael.redfearn@wcsb.ca