This form is intended for staff within Rocky View Schools who have been provided with a computing device(s). In order to facilitate inventory, staff and administrators are requested to complete this form for new hires, retiring, resigning, needing a replacement or going on leave longer than 4 weeks. The form is to be submitted to IT Services.

1. *Staff retiring from Rocky View or resigning their position*: Staff retiring or resigning their position must return all devices, power adaptor(s) and any peripherals to the Education Centre, IT Services. Section A of the form is to be completed and signed by both the staff member and principal/supervisor with a copy submitted to IT Services. Please retain a copy for your files.
2. *Staff on Leave (longer than 4 weeks)*: Staff are required to return all devices, power adapter(s) and any peripherals to the Education Centre, IT Services. Section B is to be filled out prior to going on maternity leave or a leave beyond 4 weeks. Please retain a copy for your files.
3. *New Hire/Device Request*s: To request a device(s) for new hires to Rocky View Schools or staff who are covering a leave longer than 4 weeks, Section C of the form must be filled out and submitted to the Education Centre, IT Services. Copies are to be retained by the staff member and principal/supervisor for their records.
4. *Staff Device(s) Replacement*: Staff are required to return the existing device, power adapter and any peripherals to the Education Centre, IT Services for replacement with a copy of the form filled out (Section D). Copies are to be retained by the staff member and principal/supervisor or designate.
5. *Staff transferring to another school/location*: Divisionally assigned laptops for teachers will accompany the teacher upon transferring to another school. All other school/department owned devices that have been assigned to staff, will remain in the school/department (desktops, Chromebooks, iPads, tablets).

Please note:

* Substitute teachers do not receive devices (refer to C).
* Devices being returned must include the respective power adapters and peripherals.

**Disclaimer:**

Technology Services require that all RVS data be stored on the network drive such as One Drive or Google Drive. It is the responsibility of the borrower that prior to bringing devices to IT Services for retirements, resignations, replacement and leave (maternity, LTD, sabbatical), all **personal data** is backed up on an external drive.

*Staff and Administrators/Supervisors should retain copies of signed forms. Please upload the following completed form to the* [*associated service ticket*](https://techservices.rockyview.ab.ca/TDClient/139/Portal/Home/)*.*

|  |  |
| --- | --- |
| Name: | Date: |
| Device Make/Model: | Serial Number(s): |
| Please indicate if a: New Hire:  Return  Request  Replacement  Transfer | |
| **A. For Staff Retiring/Resigning:** | |
| School/Location: | IT Services Agent: |
| I certify that the above noted devices, power adapter(s)and peripherals have been returned in good condition and my personal data has been backed up to an external drive.  Staff signature: | I certify that the above noted devices, power adapter(s) and peripherals have been received in good condition.  IT Services Agent signature: |
| **B. For Staff on Leave:** | |
| School/Location: | IT Services Agent: |
| I certify that the above noted devices, power adapter(s) and peripherals have been returned in good condition and my personal data has been backed up to an external drive.  Staff signature: | I certify that the above noted devices, power adapter(s) and peripherals have been received in good condition.  IT Services Agent signature: |
| **C. Staff new to Rocky View/covering a leave of more than 4 weeks:** | |
| School/Location: | Principal/Supervisor: |
| **D. Replacement Device:** | |
| School/Location: | IT Services Agent: |
| Returned Device Make/Model:  Staff signature: | Device Serial Number:  Condition:  IT Services Agent signature: |
| **E. For Staff Transferring:** | |
| Current School/Location: | Current Principal/School Technologist:  (print) |
| Signature: |
| New School/Location: | New Principal/School Technologist:  (print) |
| Signature: |

[*Please upload completed form to the associated service ticket*](https://techservices.rockyview.ab.ca/TDClient/139/Portal/Home/)

*Reference:* RVS AP147 Use of RVS Computer Devices