

Certified User _____



Dates _____ LNB Set(s) _____

Lab-N-Bag Project Agreement & Assurances

“Advancing Quality Education with Technology”

The Calcasieu Parish Technology Training Center is offering an opportunity for teachers to check out laptops once per semester as a support for classroom instruction. As a participant in this project, the requirements and responsibilities are as follows:

- **Initial Request.** All checkout requests are done via email only to lab.bag@cpsb.org requesting the dates (two-week period) and the LNB set preferred. If your 1st request is unavailable, you will be notified via email to make an alternative choice. Please email as far in advance as possible. A description of the software/licensing available on each of the LabNBag sets is on the web site. Hopefully, one of the sets will meet your classroom needs. **INSTALLATION OF ANY SOFTWARE OR PRINTERS IS RESTRICTED!**
- **LNB Reservations.** You will be notified via email confirming your checkout dates. LNB sets can be reserved only once per semester by a participant. Any other requests will be considered if there is availability. In the event you are approved for additional checkout time, you will be notified no later than one week prior to the request date.
- **Equipment Pickup/Check in.** On the day of pickup, call the Technology Training Center (217-4120, X 1039) to verify that equipment is ready for checkout and arrange a time with the Tech Center contact. You are responsible for inventorying all contents to make sure nothing is missing. Any missing contents must be reported before leaving the tech center. Once you leave the tech center, you and/or your school are responsible for replacing any missing parts/contents. The LNB set will be inventoried upon returning the equipment to the Technology Training Center. When it is time to return the LNB set, be sure to call ahead and arrange a time with the Tech Center contact to receive and check in the equipment.
- **Troubleshooting.** See Checkout Procedures, available on the web, for a list of troubleshooting tips before contacting Tech Support for technical assistance. Tech Support: [217-HELP \(4357\)](tel:217-4120-4357)

I have received a certificate entitling me to checkout a minimum of one LNB set per semester based upon equipment availability and compliance with the above guidelines. I understand the equipment is the property of the Calcasieu Parish School System; and, I am restricted from installing software and/or hardware to the LNB set(s). The LNB is to be used by

_____, a CPSB employee at
(Please Print)

_____, location(s) to be served. Phone: _____
(Please Print)

I have read and agree with the requirements and responsibilities outlined above for participation in the CPSB Lab-N-Bag Technology Training Center Project. In the event I fail to satisfactorily comply with the above guidelines, I understand I will relinquish my right to checkout the LNB equipment and any other Technology Department equipment until deemed appropriate by the CPSB Administrative Technology Coordinator.

Participant Signature: _____ **Date:** _____

CPSB Tech Center Coordinator/Designee: _____ **Date:** _____

LabNBag Checkout (For office use only)

PC Set A	PC Set B	PC Set C	PC Set D
A-1 CPSB # 118885 A-2 CPSB # 118903 A-3 CPSB # 118887 A-4 CPSB # 118898 A-5 CPSB # 118884 A-6 CPSB # 118879 Accessories w/switch	B-1 CPSB # 118899 B-2 CPSB # 118875 B-3 CPSB # 118876 B-4 CPSB # 118890 B-5 CPSB # 118900 B-6 CPSB # 118891 Accessories w/Hub	C-1 CPSB # 118882 C-2 CPSB # 118892 C-3 CPSB # 118897 C-4 CPSB # 118893 C-5 CPSB # 118896 C-6 CPSB # 118901 Accessories w/Hub	D-1 CPSB # 118902 D-2 CPSB # 118895 D-3 CPSB # 118880 D-4 CPSB # 118878 D-5 CPSB # 118883 D-6 CPSB # 118889 Accessories w/Hub
PC Set E	PC Set F	PC Set G	PC Set H
E-1 CPSB # 118886 E-2 CPSB # 118888 E-3 CPSB # 118894 E-4 CPSB # 118881 E-5 CPSB # 118877 E-6 CPSB # 118874 Accessories w/Hub	F-1 CPSB # 115441 F-2 CPSB # 115448 F-3 CPSB # 115422 F-4 CPSB # 115429 F-5 CPSB # 115404 F-6 CPSB # 115458 Accessories w/Hub	G-1 CPSB # 115457 G-2 CPSB # 115426 G-3 CPSB # 115423 G-4 CPSB # 115444 G-5 CPSB # 115437 G-6 CPSB # 115406 Accessories w/Hub	H-1 CPSB # TV70001172-01 H-2 CPSB # TV70001172-02 H-3 CPSB # TV70001172-03 H-4 CPSB # TV70001172-07 H-5 CPSB # 118871 H-6 CPSB # 117984 Accessories w/Hub
PC Set I	PC Set J	PC Set K	PC Set L
I-1 CPSB # 129023 I-2 CPSB # 128361 I-3 CPSB # 128362 I-4 CPSB # 128363 I-5 CPSB # 128364 I-6 CPSB # 128365 Accessories w/Hub	J-1 CPSB # 115435 J-2 CPSB # 115456 J-3 CPSB # 115409 J-4 CPSB # 115436 J-5 CPSB # 115425 J-6 CPSB # 115410 Accessories w/Hub	K-1 CPSB # 115427 K-2 CPSB # 115440 K-3 CPSB # 115413 K-4 CPSB # 115431 K-5 CPSB # 115432 K-6 CPSB # 115416 Accessories w/Hub	L-1 CPSB # 115419 L-2 CPSB # 115450 L-3 CPSB # 115453 L-4 CPSB # 115402 L-5 CPSB # 115420 L-6 CPSB # 115447 Accessories w/Hub
Checked out by (Tech Rep): _____ Date: _____		Checked in by (Tech Rep): _____ Date: _____ Participant's Initials for Check-In: _____	
By signing this, I hereby claim full responsibility for ALL pieces of equipment. I will not drop any of the laptops or equipment off in the Tech Center without checking this equipment in with Kim Leblanc, Phyllis Gain Derise, Alta Andrews, or Nancy Rougeau.			
Checkout Signature (Participant) _____			