



Henry T. Gage Middle School Technology Center

Mobile Computer Request for Teachers

The Technology Center does not issue laptop computers to teachers or staff for long-term use. Please check with your department or PLE for a long-term computer loan.

Laptop computers are available for short-term use (two weeks) for instructional delivery only. Instructional delivery means presentation or enhancement of curricular content for the purposes of engaging your students and increasing academic achievement. Please do not request a laptop computer for taking attendance or record keeping. Desktop computers are provided for these purposes.

A laptop computer will be issued for short-term (two week) use pending administrator approval of this request and submission of LAUSD Bulletin DB-15 Attachment A.

Name: _____

Department: _____ Grade/Track: _____

How will this laptop be used for delivering instruction?

By signing below, I agree to:

- Use the issued equipment for instructional delivery,
- return the equipment by return date or obtain administrative approval for an extension,
- immediately report damage or theft.

Teacher Signature

Administrator Approval

Date