

Recommendation for Laptop Checkout

Student Name: _____

Project: _____

Checkout Dates:

From: ____/____/20____ To: ____/____/20____

(Teacher Signature)

Student Agreement Acceptable Use Policy

1. Teachers will initiate the checkout process by recommending that a student be assigned a laptop for the remainder of a stated project or assignment. The laptop will be released to a student only after all forms are completed and returned to the technology department. The laptop will be returned on or before the date stated as the "Project Completion Date" on the teacher's student recommendation form.
2. The laptops are for assigned purposes only. Laptops should **NOT** be used for : casual web surfing, personal email (email not related to the completion of the assigned project), games, chat, or to download music, video or unauthorized software.
3. No software is to be installed on the laptop without the consent of the technology department or school administration. System settings should not be modified to change the look or performance of a laptop.
4. System networking settings may be modified to allow a student to connect to a home network or other internet connection provider, but the student should make note of the change when returning the laptop to the technology department.
5. Always be mindful of the laptop, do not leave it unattended in a public setting – even at school.
6. Report all changes and/or problems to the technology department when returning the laptop.

I have read, understand and agree to the above.

(Student's Signature)

(Date)

Parental Consent to Laptop Checkout

I _____ assume financial responsibility for the theft, loss or
(Print Parent's Name)
any accidental damage not covered by the manufacturer's warranty on laptop: _____
(Laptop Serial Number)
Additionally, I agree to monitor my child's usage and care of the above referenced laptop to ensure that
it is consistent with the following acceptable use policy.

Acceptable Use Policy

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I have read, understand and agree to the above.

(Parent's Signature)

(Date)