

Please note: You must complete and submit this form no later than the beginning of first block (8:35 a.m.) on the day that you would like to pick up the computer!

Off-Campus Loan of Laptop for Student Use

Title of Proposal: Technology Opportunities for Personal Success:
 Putting Technology in the Hands of the Students

School: Richland Northeast High School

Person Responsible: Lyn King, Media Specialist

Audience: Richland Northeast Students

Student's Name _____ Date _____
 ID # _____ Grade level _____

Name of teacher assigning the laptop work _____
 Description of assignment for which laptop is needed _____

Teacher's signature _____ Date _____

(By signing, teacher verifies the student does need the laptop to complete the assignment described and that the student does know how to operate the laptop appropriately and is familiar with the guidelines on the reverse of this form.)

Principal's signature to approve laptop loan _____ Date _____

As parent/guardian for the above-named student, I am aware that this computer laptop represents a large investment of school funds. I agree that my child and I will take the appropriate care of this computer as outlined on the reverse of this form. I also agree that my child will abide by the Acceptable Use Policy established by Richland School District Two. I understand that the laptop my child checks out **will not have Internet access** through Richland School District Two.

I agree that my child, named above, will pick up a laptop in the Information and Technology Center at 3:30 p.m. (or at a previously mutually agreeable time) on _____, 20____. The laptop will be returned to the Information and Technology Center no later than 8:15 a.m. on _____, 20____. The address where the laptop must be used is _____

(Street Address)

_____ City and State

_____ Phone number

Parent's/Guardian's name: (please print) _____ Date _____

Parent's/Guardian's signature: _____ Date _____

Prior to pickup and upon its return to the Media Center, the laptop will be checked for proper operation in the presence of my child. Any damage or repair needed that occurred during his/her loan will be charged to the student/guardian.

To verify my signature and agreement, I can be reached by phone during the school day at

Place _____ Phone number _____

(This verification information is in addition to the signature above, and does not substitute for the signature.)

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Laptop received is barcode # _____ Initials of student _____ and Media Specialist _____

Laptop returned is barcode # _____ Initials of student _____ and Media Specialist _____

May student continue to participate in laptop loan program? Yes ___ No ___ (admin notified)

Please read the reverse side of this form

Guide to Basic Laptop Care

The following guidelines should be followed by students and faculty checking out laptops from the Information and Technology Center.

- **Do not** transport the laptop unless it is securely packed in its carrying case. Be sure to zip the case.
- **Be careful!** If the laptop is bumped or jolted while being transported, the hard drive may be damaged.
- Before transporting the laptop anywhere, make sure the laptop has been properly turned off. Detach and unplug all components of the laptop (e.g., AC adapter).
- Keep the laptop and diskettes away from magnetic fields generated by electrical appliances, stereo speakers, etc.
- **Do not** leave the laptop unattended unless it is secured in a locked area.
- **Do not** eat or drink around the laptop. Aside from the chances of spilling, you will get the computer dirty from residue on your fingers.
- If you have been doing anything that would get your hands dirty, wash your hands before using the computer.
- **Do not** leave the laptop sitting in the car for extended periods of time!! This applies to both hot and cold weather. BE sure the laptop is not in plain view.
- **Do not** leave the laptop exposed to direct sunlight or near any heat source for extended periods of time.
- Avoid exposing the laptop to extreme temperatures but if the laptop has become very hot or very cold.
Do not turn it on until the computer adjusts to room temperature.

Remember:

- The laptop is due back the next school day or disciplinary action will be taken.
_____ (initial)
- You may not add any software or other programs (including printer drivers) to this laptop.
_____ (initial)

Please sign and date below when you have read the above information.

Student's signature	Date	Parent's signature	Date
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