



Old Forge School District



Electronic Device & Charger Sign-Out Form

My signature below is acceptance of various conditions upon and responsibilities while in possession of a District loaned electronic device. Among them is the responsibility to compensate the District for loss or theft of, or damage to the computer equipment in my possession. All repairs and other servicing of district-owned computers must be done by District Technology Staff. For a more complete list of requirements governing the use of District equipment, including borrowed equipment and acceptable use of technology, I understand that I may refer to the various Board policies, including Policy No. 224.

Student's Name: _____

Make: HP Chromebook

Device Type: Chromebook

Model: 11A G8 Education Edition

Replacement Cost: \$220 Charger: \$25

OFSD ID (Office Use Only): _____

When you borrow a District-owned device you should remember, and your signature below indicates your agreement that:

- Promptly report loss, theft, or damage to a staff member.
- Keep your electronic device within the contiguous 48 states.
- The electronic device must be used in compliance with use outlined by the student acceptable use policy (237).
- You are personally liable for any damage or loss – including data corruption due to negligence – and the device must be returned in the same condition as it was loaned to you, given normal wear and tear.
- You should have no expectation of privacy in any data stored on the electronic device, including any log files that could show how you used the device.
- You give the District an unlimited non-exclusive and non-terminating license to any data found on the device upon its return.
- Any willful damage or repeated negligent accidents to the device, or any instance in which a student is negligent in their responsibility to securely store the device can result in the student being held financially accountable for the replacement value of the device, in addition to possible disciplinary consequences. This is in accordance with district practices for property and Old Forge School District Policy #224 Care of School Property.
- We encourage you to review the statements on the back of this form with your student to ensure that he or she understands the responsibilities associated with the privilege of using a district-owned electronic device.

Your signature below signifies agreement to all the above terms and conditions of this loan:

X

Parent or Guardian Signature Date

Please review and complete both sides of form.



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Please review the following statements carefully. Then, print and sign your name to indicate that you have read and understand your responsibilities as an electronic device user. This document will be filed with the Technology Department should any issues arise throughout the year.

- I will take good care of my electronic device and never leave it unattended or in an unsecured or unsupervised location.
- I will never loan out my electronic device or charger to other individuals.
- I will keep food and beverages away from my electronic device since they may cause damage to the device.
- I will not disassemble any part of my electronic device or attempt any repairs on my own.
- I will protect my electronic device by always carrying it in a secure manner to avoid damage.
- I will not place decorations (stickers, marker, writing, etc.) on the electronic device.
- I understand that the electronic device I am issued is subject to inspection at any time without notice and remains the property of Old Forge School District.
- I will follow the policies outlined in the OFSD Acceptable Use Policy (AUP) at all times.
- If my electronic device is broken, damaged, or lost, I will report this to a teacher as soon as possible so he/she can submit a tech ticket for repairs.
- I agree to return the electronic device and charger in good working condition at the end of the school year.
- I understand that any willful damage, repeated negligent accidents to the device, or failure to securely store the device can result in me being held financially accountable for the replacement value of the laptop, in addition to possible disciplinary consequences.
- I understand that failure to pay to replace the electronic device will result in my name being placed on a debt list with the district.
- I understand that appearing on the debt list will prevent me from participating in extracurricular activities, receiving my diploma, and releasing of my transcripts until the debt is paid off.

Print Student's Name: _____

Student's Signature: _____

Print Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date _____

Homeroom Teacher: _____

Please return this form with both sides completed to your student's homeroom teacher during the first week of school. Your student will not be issued his/her laptop until this form has been completed and returned.