

Knox Community School Corporation Laptop Initiative
Learning in the Present; Preparing for the Future
Student Laptop Checkout Agreement Form

I will receive a laptop and accessories noted below to use for school related purposes during the school year. I understand I will not be issued a laptop unless I return this form signed by a parent.

I have read and understand the Acceptable Use Policy and Laptop procedures pertaining to the use of the laptop.

Knox Community School Corporation has insured the laptops for the current year. I understand there will be the following charges for each occurrence if the laptop or accessories are damaged, lost or stolen:

- First Accidental Breakage: The repair will be paid for from the students' book rental fee- \$100 (deductible)
- Second Accidental Breakage: Student/parent pays the cost of the repair up to the \$100 (deductible) – money due or payment plan developed before the laptop is returned to the student
- Each accidental incident of damage will require the student/parent to pay the cost of the repair up to the \$100 deductible. The student and parent(s) will meet with school administration to ascertain consequences.
- If the student deliberately damages or continues to show careless behavior with the laptop, the school will repossess the laptop and the parent will be responsible for the cost of the damage to the machine.

I will immediately report theft or intentional damage to my teacher and to the Help Desk.

For hardware and software problems, I will take my laptop to the Help Desk in the library during the posted hours.

I understand that the privilege of using the laptop may be revoked if:

- I walk around with the laptop case open or place stickers on laptop.
- I do not use an approved laptop bag or trade bags with another student
- I leave the laptop in an unsecured area including an unlocked locker
- My laptop is maliciously damaged or worked on by an outside vendor
- I damage another's laptop
- I lend my laptop to anyone not in my immediate family
- I commit recurrent reckless activities
- I disregard Knox Community School Corporation's AUP

I understand that I may use the laptop to connect to the Internet at home but my family is responsible for acquiring an Internet Service Provider.

I understand that no software will be downloaded or installed on the laptop except printer drivers and Internet Service Provider software.

I understand that my child will receive a laptop. I have read this agreement form and understand the financial responsibility if damage occurs. My child has my permission to receive this equipment.

Parent Signature _____ Printed Name _____

Date _____

KHS Student will fill this portion out when receiving laptop.

Item Description **MacBook Air Laptop** Asset No _____ Condition **New**

Charger **New** Carry Case **New**

I will return the laptop and all accessories listed above at the end of the current school year or before if I withdraw from school. I have read and understand the provisions of the Laptop Checkout Program and I agree to abide by them and to be responsible for the equipment listed above. I have verified the Asset Tag #.

Student Signature _____ Student Printed Name _____

Date _____

School Official: _____