

Dear Student and Parents:

This year in the South Summit School District, your student has the opportunity to check out an electronic device/ laptop for the duration of the school year. This is an important document that we need in order to have your student be able to take the device to and from school. Listed below are a few items for your consideration.:

- Look over the laptop for any damage and document anything you notice on the form below.
- The form needs to be signed and returned to the office before a computer can be checked out.
- If you have not already purchased a backpack, please try to get one with a padded area for the laptop. If not, you may want to purchase a padded sleeve to put in the backpack.
- Parents have the right to logon to their child's computer at any time and should know his/her login information.
- Please set rules and boundaries of when and where the laptop is used at home.
- The laptop will be operating with a school filter at all times, but since no filter is 100%, you may not want your student using the laptop in private areas of your home. You set the rules and let us know if we need to visit with your student about anything you are concerned with regarding the laptop use. Remember, you and your student signed the Acceptable Use Policy when you completed the online registration.
- Laptops are for school work-- not play and waste time, so there is nothing wrong with asking your student to put it away when their school work is finished.

By signing the Laptop/Device Check-out Form, you're agreeing to be responsible for a co-pay of any damages sustained to the computer and/or cord due to neglect of misuse.

- Screen Repair \$100
- Other Damages \$50
- Power Cord \$30

Thank you,  
South Summit School District

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(Please cut here and return the information below to the office. Keep the above information for your records.)

### **South Summit School District Laptop/Device Check-out Form**

I have received the computer device and cord from South Summit School District and agree to return them upon request. I understand that I am responsible for the equipment and may not transfer the equipment to another person. I must report any problem with the safekeeping of the equipment. I accept that I am responsible for the replacement cost or repairs for any equipment I borrow and acknowledge that all items listed remain the sole property of SSSD. In addition, I am responsible to remove all personal files before returning the equipment.

Student's name \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

District Tag # \_\_\_\_\_

Parent Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

\*Please describe any damage or problem you notice on the computer below, then sign and return this form to the office tomorrow.

Computer damage list: