

**New Branches Charter Academy  
TECHNOLOGY EQUIPMENT CHECKOUT/CHECKIN FORM**

<b>Student Last Name</b>	<b>Student First Name</b>
<b>Device ID#/Bar Code #</b>	<b>Serial #</b>
<b>Device Type and Name</b>	

**Parent Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Student Home Address:** \_\_\_\_\_

1. This agreement applies to any technology device owned by the school.
2. This computer agreement is to signify that the above named student's parent/guardian is fully responsible for maintaining this device.
3. It is agreed that the School District is not responsible for any loss or damage done to the device while in possession of the student. If loss or damage occurs, the student and parent/guardian are responsible for the repair or replacement of the device. **The replacement cost for student laptop devices is \$400.**
4. I have read and agree with the Acceptable Use Policy of Technology Resources located in the Student Handbook.
5. Student laptop devices will have internet content filtering that controls access to appropriate websites. If you think it is not functioning properly, please contact the school.
6. It is understood that unpaid bills for device misuse may result in the school putting a hold on student records. Continued misuse of a school device may result in potential discipline according to the guidelines in the Student Handbook. Failure to return this device when requested will result in a police report being filed for stolen property.
7. You may not transport any data on this device that would compromise the identity of others, or put any other protected data, passwords, or information at risk. This includes student information if that data is accessed by others.
8. Accessing the internet from this device will be **only** for educational purposes.

**Device Checkout Date:** \_\_\_\_\_

List condition of the device and any accessories: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature                      Date  
Staff Initials \_\_\_\_\_

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

**Device Check-In Date:** \_\_\_\_\_

List condition of the device and any accessories: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature                      Date  
Staff Initials \_\_\_\_\_

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

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