

Sussex County Public Schools

Student Laptop Computer Check- Out Agreement

The following policies must be followed. Please read this document and sign below indicating acceptance of the terms and conditions of being issued a laptop.

- 1) The laptop issued to you is and will remain the property of Sussex County Public Schools. The privilege of being assigned a laptop may be revoked for not following these policies and other reasons deemed appropriate by division or school administration.
- 2) This laptop computer is being furnished for school related instructional purposes. Installation of personal software is not permitted on the laptop without written permission from the Technology Department.
- 3) Use of this laptop on or off school division property requires adherence to the Internet Acceptable Use Policy which is located in the school division's policy manual.
- 4) You will be required to periodically bring the laptop back to school for regular maintenance or special needs of the school division.
- 5) For accounting purposes, assigned laptops may not be swapped among students. You are responsible for the laptop assigned to you.
- 6) Laptops needing repair or other service will be treated no differently than other computers in the school division and will be prioritized accordingly. While every effort will be made for a quick turn around. Due to the large number of computers in the division and the limited number of technology staff, delays could exist.
- 7) The laptop computing equipment is being distributed in good working order. It is the responsibility of the person to which the equipment is assigned to ensure that the equipment remains in good condition. Damage should be reported as soon as possible after occurrence.
- 8) Continuation of the laptop assignment program is contingent upon several conditions including continued funding and support requirements.

Please print and sign below indicating that you agree to the above terms and conditions.

Printed Name: _____

Signature: _____ Date: _____

SN / Barcode of Assigned Laptop _____

Adopted: September 2007