

Takini Schools' (TKS) students and employees are provided the opportunity to checkout laptops/tablets that are the property of TKS. The check-out system allows the continuation of using technology away from school facilities. These laptop/tablets are to be used for educational purposes only. **No student or employee should use a TKS laptop/tablet for personal use of any kind.** The following procedures will serve as guidelines for use of TKS laptops/tablets and their checkout to students and employees. All students, parents/guardians, teachers, and employees will be required to sign this form acknowledging that they have read and agree with the school system's laptop/tablet checkout procedures before a laptop/tablet can be taken to a location other than a school system facility.

1. All use of the school system's laptops/tablets must be for educational purposes. Students and employees are not to use the computers for personal, commercial, business, or political reasons.
2. Students and employees who check out a laptop/tablet assume full responsibility for basic care of the device.
3. Students and employees who check out a laptop/tablet assume full responsibility for security of the device on and off school premises.
4. Students and employees who check out a laptop/tablet assume full responsibility for reporting device problems, breakage or damage immediately.
5. **Students and employees who check out a laptop/tablet assume full responsibility for repair cost due to intentional damage or damage due to neglect.**
6. **Students and employees who check out a laptop/tablet assume full responsibility for the replacement cost of the laptop/tablet in the event the student or employee loses possession of the laptop/tablet for any reason or in the event the laptop is destroyed or rendered useless due to damage while in the care of the student or employee, including loss of use due to theft, fire, flood, lightning, or any other cause.**

When checking out a learning device the student will receive the following, 1 learning device, 1 charging cable and 1 protective case.

I have read the Laptop/Tablet Procedures above and agree to comply with them as stated. I also understand that any violation of these procedures may constitute myself or my child/student not having future access to a laptop/tablet for use away from school facilities.

SERVICE TAG: _____

STUDENT NAME (please print) _____ DATE: _____

SIGNATURE: _____

I accept full responsibility for the replacement cost of the laptop/tablet I have checked out in the event of any loss or damage to this equipment in the amount determined by the TKS Information Technology Department.

PARENT/STAFF SIGNATURE: _____ DATE: _____

Home Phone: _____ Home Address (street) _____

Work Phone: _____ (city/zip): _____