

Laptop/Tablet Checkout Procedures

Rockdale County Public Schools' (RCPS) students and employees are provided the opportunity to checkout laptops/tablets that are the property of RCPS so that they may continue using the technology away from school facilities. These laptop/tablets are to be used only for educational purposes. **No student or employee should use an RCPS laptop/tablet for personal use of any kind.** The following procedures will serve as guidelines for use of RCPS laptops/tablets and their checkout by schools to students and employees. All students, parents, 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 or business use, or for political or religious 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.**

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 in me or my child not having future access to a laptop/tablet for use away from school facilities.

DEVICE TYPE: _____ SERIAL NUMBER: _____
DEVICE: ☐ CHARGER: ☐ BAG: ☐
USER NAME (please print) _____ SCHOOL: _____
USER SIGNATURE : _____ DATE: _____

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 RCPS Technology Department.

PARENT/STAFF SIGNATURE : _____ DATE: _____
Home Phone: _____ Home Address (street): _____
Work Phone: _____ Home Address (city/zip): _____