

**Eagleview Middle School Student and Parent/Guardian  
District Provided Digital Device Checkout Agreement**

We have read the Mobile Device Checkout Handbook and agree to follow the procedures and guidelines contained therein.

Student Name: \_\_\_\_\_

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

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parents, please INITIAL next to the checkout option you want to use.

I would like my child to bring the device home.

My child will leave the device at school; we have a device at home for him/her to use. I understand that I am still responsible to pay the \$50/year device user fee.

Depending upon which option you choose, please sign and include the appropriate Responsible Use Agreement for either Daily Checkout OR Take Home. You will only need to sign one side or the other of the following page.

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## EMS District Provided Device Daily Checkout Responsible Use Agreement

Student Last, First

Grade Team

Students,

Please INITIAL each statement below to acknowledge your understanding of and your agreement to each.

\_\_\_\_\_ I understand that check out time is from 8:15 a.m. to 9:00 a.m. for 6th - 8th grade, and also from 10:05 to 10:15 for 8th grade. After this time, the carts will be locked, staff will not be available, and I will need to use the student computer in the classroom.

\_\_\_\_\_ I will be sure to take ONLY the laptop assigned to me. I will double-check the number on the laptop.

\_\_\_\_\_ I will store the charging cord associated with my laptop neatly on the shelf for my laptop (not let it hang down and tangle or block the cart from locking).

\_\_\_\_\_ I will not bring friends with me to checkout or return my laptop.

\_\_\_\_\_ I understand that return time is from 3:15 p.m. to 3:25 p.m. I will return my laptop at the end of each day during this time when staff is available and the cart is unlocked.

\_\_\_\_\_ If no one is available to collect my return, I will go to the library desk or the Tech office. I will NOT just leave my laptop on the desk for staff to check in and plug in for me.

\_\_\_\_\_ I will make sure my device is powered off (not asleep) before I close the lid at the end of the day, so that it can recharge completely and preserve battery life.

\_\_\_\_\_ I will place my laptop, the carrying case, and the charging cable securely on the correct shelf for safe storage and recharging overnight.

\_\_\_\_\_ I will plug my laptop in to recharge for the night using the correct charger.

\_\_\_\_\_ If I forget to return my laptop or the charger at the end of the day, I will be charged a fine of \$1.00 per day, including weekends. I will not be able to check out a laptop until that fine is paid.

\_\_\_\_\_ If I frequently forget to follow these rules, I will receive a referral to the administration office.

\_\_\_\_\_ I am responsible for the care of the laptop, carrying case, and charging cable. Fines will be assessed for damage and loss replacement. This could range from \$50 for minor repair to full replacement cost up to a maximum of \$400.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## **EMS District Provided Device Take Home Checkout Responsible Use Agreement**

Dear Parent/Guardian,

Your son or daughter is borrowing a device from EMS. District 20 has a protocol that allows the school-owned computers to be allowed to go home safely.

If you would like to have your son or daughter bring home their checkout device, please sign and date below acknowledging that you and your son or daughter agree to the following:

- The device will need to be charged at home each night with the provided charging cable and brought to school fully charged each day. (The device is not to be left at home.) Bring the charging cable to school in case it needs recharged during the day. No other device will be issued and students will follow classroom consequences for coming to class unprepared.
- The student will be required to use the provided carrying case to transport the device to and from school as well from class to class.
- Both at school and at home, the student will need to log in to the device with his/her D20 network account. The device is to be used only by the EMS student to whom it is checked out. It will not operate without being logged in to a District 20 account.
- The student is responsible for the care of the laptop, carrying case, and charging cable. Fines will be assessed for damage and loss replacement. This could range from \$50 for minor repair to full replacement cost up to a maximum of \$400.
- As with all DPD devices, students will need to use a classroom or library computer to print any documents.
- Students are not allowed to download any software or programs to the device.
- Borrowed devices will be collected at the end of first semester and re-checked out in January for second semester.
- Borrowed devices will not be allowed to go home if the semester rental fee has not yet been paid. Borrowed devices will also not be allowed to go home until all fines and fees regarding the device are paid.

I agree to the above conditions. I would like to bring the borrowed device home.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Once this form is signed and returned and the rental fee paid, your son or daughter will be able to take the device and charging cable home.**

If you prefer, your son or daughter may continue to checkout a device before and after school each day. If you have any questions, please contact Trudy Griebenow at 719-234-3445.

Student Last, First \_\_\_\_\_

Grade Team \_\_\_\_\_