

Form

ELECTRONIC EQUIPMENT RELEASE FORM PARENT/STUDENT

Student's Name: _____ Homeroom Teacher: _____

Date: _____ Phone Number: _____

Check all that apply:

- Hot Spot Charger Chromebook
- Laptop iPad

List all parts and accessories: _____

Serial Number(s): _____ Asset Number(s): _____

I agree to the following conditions when borrowing electronic equipment from the Berlin Township School District:

The equipment is being signed out for use by parent/student for the following dates:

From: _____ Returned on: _____

By signing this form and initializing required check boxes, the parent agrees to the following terms and conditions:

1. A school district provided technology device must be used only by the pupil for school district authorized use;
2. A pupil shall comply with the school district's acceptable use of technology policies, which is currently on file for the 2019-2020 school year in district offices.
3. Parents agree to supervise students while using district owned and issued devices off school property in accordance with the terms and conditions of the Acceptable Use Procedures document and district policies 3514, 6142.10 and 6142.10R previously agreed to during the 2019-2020 school year and on file in the Berlin Township School District.
4. The borrower shall not install or uninstall software on electronic devices owned and loaned by the Berlin Township School District.

5. Any school district provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil;
6. The parent or pupil shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;
7. A pupil will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, within two school days of the commencement of the problem;
8. A pupil must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;
9. A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or pupil shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee.

Furthermore, I understand:

The Berlin Township School District hereby notifies the pupil and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil's activity or use of the device. Furthermore, This notification states that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the pupil or any individual residing with the pupil. The parent shall be required to acknowledge receipt of this

notification by signing here . The parent acknowledgement shall be retained by the Principal or designee for as long as the pupil retains the use of the school district provided technology device.

The parent acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a pupil.

Pupils shall comply with all school district policies for the use of a school district provided technology device. A pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's acceptable use policies; pupil code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.

Printed Name of Parent/Guardian: _____

Signature of Borrower: _____

This form was received on: _____
(Date)