

**Patchogue-Medford Union Free School District  
Patchogue, NY 11772**

*TECHNOLOGY LOAN CONTRACT*

DATE: \_\_\_\_\_

**Terms of Agreement:**

The Patchogue-Medford Union Free School District (“District”) owns a limited amount of technology (“Equipment”) which is loaned free of charge for a period of one school year at a time.

The District hereby loans to the undersigned Student the following Equipment:

Received from : \_\_\_\_\_ School: \_\_\_\_\_

Model: \_\_\_\_\_ Mfg: \_\_\_\_\_

Factory Serial No.: \_\_\_\_\_ Asset Tag No: \_\_\_\_\_

**Student and Parent Responsibility for the Equipment:**

1. It is the student’s responsibility to ensure that the Equipment is taken care of properly.
2. Any damage, theft or loss of or to the Equipment must be reported to the District immediately.
3. The Equipment will be used only for school-related work, goals and/or activities.
4. The Student will use the Equipment in a good and careful manner and only for the purpose for which it was designed.
5. The Equipment may not be loaned to another Student.
6. Students are required to keep the device in the case that they are provided.
7. It is the student’s responsibility to surrender the Equipment in the same condition issued when requested by the District.
8. It is understood that the equipment is loaned for educational purposes.
9. In-person Parent/Guardian meetings may be required.

### **Student Equipment Use Agreement**

I agree to abide by all of the foregoing conditions of the Equipment Use Agreement and will not use the Equipment for other than school purposes under any circumstances. I agree that I am expected to adhere to Board Policy 6147 Technology Acceptable Use Policy:

Date: \_\_\_\_\_

Student's name: \_\_\_\_\_ Student's signature: \_\_\_\_\_

I am the parent or legal guardian of the Student. I consent to my child's use of the school-issued Equipment and agree to the foregoing terms and conditions applicable to such use.

Parent's name: \_\_\_\_\_ Parent's signature: \_\_\_\_\_

#### **Repair Fees**

The repair fees are as of the date the contract is signed. Repair fees may be changed at any time. Mechanical or device breakdown out of the student's control will not be assessed a fee. Students will receive (1) free repair each school year (July 1 – June 30). Multiple fees may be necessary if a device is excessively damaged. Any accidental or intentional breaks will follow the fee schedule listed below.

Cracked or Damaged LCD Display	\$35.00
Substantial LCD Display Damage	\$50.00
Broken or cracked casing	\$25.00
Substantial Keyboard Damage	\$20.00
Substantial Trackpad Damage	\$20.00
Lost Case	\$25.00
Lost/Stolen Laptop with Police Report	\$50.00
Lost Power Adapter	\$20.00
Intentional Destruction of Device	Full Replacement Amount \$445.00

#### **Loaner Devices**

The District will make an effort to provide a loaner device to the student should their device be damaged and require repair. There is no guarantee that a student will be immediately provided with a device if they have damaged it.