

SFIS - Student Technology Equipment Checkout Form

SY26-27

Current Grade: _____		Today's Date	Student ID Office Use Only
STUDENT Information			
Legal Name: Last Name	First Name	Middle Name	Birthdate (mm/dd/yyyy)
PARENT / GUARDIAN Information			
Last Name	First Name	Middle Name	

Santa Fe Indian School provides learning devices to enrolled students to ensure access to technology both on and off campus. No deposit is required, but all equipment must be returned in good working condition. As part of our preparedness for possible school closures, SFIS is providing this notice with related instructions, policies, and procedures to ensure students have the tools they need for academic success and that public resources are maintained.

Use of SFIS technology is a privilege. Activity on any SFIS-owned device or network may be monitored. Students are expected to bring their device/Chromebook to school daily, charged and ready for use.

This issued device will be your primary device until your graduation. With each subsequent graduating class, devices will be reissued to the new incoming 7th-grade students. For example, devices issued to the 2026 graduating class will be issued to the incoming class of 2030, and so forth.

Use of SFIS Devices/Chromebooks

The issued Device/Chromebook is the property of Santa Fe Indian School and is provided as a learning tool. It must be returned at the end of the school year or upon withdrawal/transfer, and its use is subject to the SFIS Internet Use Contract. Lost, damaged, defaced, or inappropriately used equipment may lead to restricted computer access, disciplinary action, and fees. SFIS may withhold student records until fees are paid, though payment plans may be available.

General Handling and Required Care of the Device/Chromebook

Students and parents/guardians will be charged for device damage or loss per the fee schedule. Final charges are determined by the technology department based on the incident report and, if applicable, the insurer's claim decision.

Item	Repair/Replacement Cost
1 st Lost or Accidentally Damaged Device (Chromebook/laptop)	No fee will be charged for accidental damage. Intentional damage will incur a prorated fee. A temporary Chromebook or laptop will be provided until the assigned device is available as the student's primary device.
<i>Replacement chargers cost \$35 for Chromebooks and \$75 for laptops, regardless of the situation</i>	
2 nd Lost or Accidentally Damaged Device	A prorated fee, based on the device's remaining life cycle, will apply. Replacements are valued at \$1,200 (2023 life cycle).
<i>ALL Intentionally Damaged Devices</i>	A prorated fee, based on the device's remaining life cycle, will apply. Replacements are valued at \$1,200 (2023 life cycle).

Report any existing damage within 48 hours of receiving the device to the IT Department or helpdesk@sfis.k12.nm.us. Students withdrawing or transferring must return their device to the IT Department. All technology equipment will be collected at the designated time before summer break.

Maintain Safe Behavioral Practices with the Device/Chromebook

☐ I have read and understand the Technology Equipment Checkout Acknowledgment. I accept responsibility for all equipment issued to my student and will follow SFIS's Acceptable Use Agreement and related policies. I understand that damage, neglect, loss, or inappropriate use may result in fees, loss of device privileges, or both. All equipment must be returned at the end of the checkout term, and I will be charged for any missing items.

Signature of Student _____ Date _____ Signature of Parent Guardian _____ Date _____

OFFICE USE ONLY. Complete only when SFIS Technology Equipment is issued							
#	Equipment Description	SFIS Tag #:	Serial Number:	Date Issued:	Issued by:	Date Returned:	RIN to: