

STUDENT: _____ **PROGRAM:** _____



Request for Technology

Device Checkout Procedures:

Florida Panhandle Technical College students without a computer at home are provided the opportunity to check out available devices that are the property of FPTC so that they may continue online curriculum away from school facilities. These devices are to be used only for educational purposes. No student should use any FPTC devices for personal use of any kind. The following procedures will serve as guidelines for use of FPTC devices and their checkout by schools to students. All students will be required to sign this form acknowledging that they have read and agree with the Technical College's checkout procedures before a device can be taken to a location other than FPTC.

1. All use of the equipment must be for educational purposes only. Students are not to use the computers for personal, commercial or business use, or for political or religious reasons.
2. Students who check out a device assume full responsibility for basic care of the device.
3. Students who check out a device assume full responsibility for security of the device on and off school premises.
4. Students who check out a device assume full responsibility for reporting device problems, breakage or damage immediately.
5. Students who check out a device assume full responsibility for the replacement cost of the device in the event the student loses possession of the device for any reason or in the event the laptop is destroyed or rendered useless due to damage while in the care of the student, including loss of use due to theft, fire, flood, lightning, or any other cause.

I have read the electronic device procedures above and agree to comply with them as stated. I also understand any violation of these procedures may constitute me or my child not having access to a laptop for use away from school facilities.

Device Type: _____ Property Number: _____ Room # Removed: _____

Notes about condition: _____

Equipment Received: _____ Charger _____ Wireless devices

I accept full responsibility for the replacement cost of the device(s) I have checked out in the event of any loss or damage to this equipment in the amount determined by FPTC.

Student Signature: _____ Date: _____