

**Autauga County Schools
Device Check-out Form**

Inventory Name:

Student Name:

Device Type:

_____ Date _____
Signature of Individual Receiving the
Checked Out Device Listed Above

_____ Date _____
Signature of Individual Returning the
Above Listed Device for Check In

This agreement applies to any technology and/or electronic device owned by the school or the school system. This includes digital cameras, laptops, iPads, Chromebooks and any/all other technology equipment. All conditions of the Board policy for Acceptable Use apply, regardless of where or by whom this device is used. You may not take any technology and/or device that is not checked out to you off campus or school grounds without first obtaining permission by completing a checkout approval agreement for the device(s). **You take sole responsibility for the device and its use during the checkout period, including at times of transport in a personal vehicle and/or use after school hours at your home or any location other than the location to which the device is assigned, except when traveling for school related business.**

The following conditions must be followed when using a device off campus:

1. If you have Internet access at home and the device can access this service without any configuration changes, you may use the device to connect to the Internet, provided that you use the device as if you were at school.
 - Regardless of whether you are at home, a hotel, a restaurant, or another location with Internet access, you should not access sites that would be considered “inappropriate”.
 - Be aware that if family members or others use the device for Internet browsing during the checkout period, you are responsible.
2. Do not download/install any personal applications or extensions onto the device. Do not store any files on the device which could constitute a copyright or licensing violation, or could be deemed illegal or of an inappropriate nature. Any installed applications, extensions or saved files should be related to the function of ACS school work and activities.
3. If the device is lost, stolen, or damaged, report immediately to the school administrator. The school system may require you to pay for extensive or repeated repairs due to negligence. If lost or stolen, you may be required to pay the replacement value which will be determined by the age of the device.
4. You may not transport any data on the device that would compromise the identity of others, or puts any other protected data, passwords, or information at risk. This includes, but is not limited to, student information that would violate FERPA regulations if that data were accessed by others, or if the device were lost or stolen.

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5. **Network devices such as but not limited to laptops, iPads, and Chromebooks** should connect to the Autauga County Schools network at least once every 30 days for updates, if applicable. This task can be performed by returning the device to its original location.
6. Electronic files sent, received, viewed or stored anywhere in the computer system are available for review by any authorized Autauga County Schools Staff for any purpose.

Parent/Guardian Responsibilities and Permission I am authorizing the assignment of an ACBOE device and/tech to my child. I understand that the device is to be used as a tool for learning and that my child will comply with the ACBOE Technology Use Policy/Guidelines. I will help ensure the safe and timely return of the device within the loan period for this academic school year. I also understand that I am financially responsible for any willful, malicious, or accidental damage to the device. I understand that my child may lose future loan privileges of the device if it is either damaged or not returned in a timely manner.

Parent/Guardian Name (printed) _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Contact Info. (Phone) _____ (Email) _____

Student Responsibilities and Permission I agree to take care of the device while it is in my possession. I will not throw, drop, or damage it in any way. I will not give the device to another student for his/her use. I will use the device in the appropriate manner. I agree to return the device in good condition at the conclusion of the loan period.

Student Name (printed) _____

Student Signature _____

This Agreement is to be kept on file at the location for which the device is assigned.

___ charger ___ charger usb cable ___ any case/cover ___ good condition* ___ new device

*note noticeably cracked or scratched screens should be documented below.