



Laptop/Tablet Checkout Procedures

Richmond County School System (RCSS) students and employees are provided the opportunity to checkout laptops/tablets that are the property of RCSS so that they may continue using the technology away from school facilities. These laptops /tablets are to be used only for educational purposes. **No student or employee should use an RCSS laptop/tablet for personal use of any kind.** The following procedures will serve as guidelines for use of RCPS laptops/tablets and their checkout by schools to students and employees. All students, parents, teachers, and employees will be required to sign this form acknowledging that they have read and agree with the school system’s laptop/tablet checkout procedures before a laptop/tablet can be taken to a location other than a school system facility.

1. **All use of the school system’s laptops/tablets must be for educational purposes. Students and employees are not to use the computers for personal, commercial or business use, or for political or religious reasons.**
2. **Students and employees who check out a laptop/tablet assume full responsibility for basic care of the device.**
3. **Students and employees who check out a laptop/tablet assume full responsibility for security of the device on and off school premises.**
4. **Students and employees who check out a laptop/tablet assume full responsibility for reporting device problems, breakage or damage immediately.**
5. **Students and employees who check out a laptop/tablet assume full responsibility for repair cost due to intentional damage or damage due to neglect.**
6. **Students and employees who check out a laptop/tablet assume full responsibility for the replacement cost of the laptop/tablet in the event the student or employee loses possession of the laptop/tablet for any reason or in the event the laptop is destroyed or rendered useless due to damage while in the care of the student or employee, including loss of use due to theft, fire, flood, lightning, or any other cause.**
7. **RCSS student’s Guardian contact will be accessed a deductible cost in the event that issued Richmond County electronic device are damaged on or off campus. A public safety or police report is required if an electronic device has been stolen or lost.**
 - *1st Deductible event will be \$25.00*
 - *2nd Deductible event will be \$50.00*
 - *3rd Deductible event will result in loss of off-site technology use privileges.*

Laptop Replacement Cost - \$702, Laptop Charger Replacement Cost - \$49.99, Laptop Bag Replacement Cost \$23.50

I have read the Laptop/Tablet Procedures above and agree to comply with them as stated. I also understand that any violation of these procedures may constitute in me or my child not having future access to a laptop/tablet for use away from school facilities. I accept full responsibility for the replacement cost of the laptop/tablet I have checked out in the event of any loss or damage to this equipment in the amount determined by the RCSS Information Technology Department.

Student Name: _____ **Grade:** _____

Parent Name: _____ **Home #:** _____

Address: _____ **Work #:** _____

Student Username (Please Print): _____ **Student Signature:** _____

Parent Signature; _____ **Date:** _____

For Office Use Only

Device Type: _____ **Serial Number:** _____

Device: _____ **Charger:** _____ **Bag:** _____

