

Laptop/Tablet Checkout Procedures

Rockdale County Public Schools' (RCPS) students and employees are provided the opportunity to checkout laptops/tablets that are the property of RCPS so that they may continue using the technology away from school facilities. These laptop/tablets are to be used only for educational purposes. **No student or employee should use an RCPS 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 and accessories on and off school premises.
 4. Students and employees who check out a laptop/tablet assume full responsibility for reporting device problems, breakage, damage, loss or theft 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 and accessories in the event of loss 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 fire, flood, lightning, or any other cause.**
 7. **Theft insurance is provided for students and employees and will cover the cost of the laptop/tablet in the event of theft. Theft insurance to students is via through the yearly technology fee. In case of theft a police report is required. Failure to properly secure the laptop/tablet will nullify the theft insurance policy and require the student or employee to assume the full replacement cost.**
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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.

DEVICE TYPE: _____ SERVICE TAG NUMBER: _____
 DEVICE: CHARGER: BAG:
 USER NAME (please print) _____ SCHOOL: _____
 USER SIGNATURE : _____ DATE: _____

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.

PARENT/STAFF SIGNATURE : _____ DATE: _____
 Home Phone: _____ Home Address (street): _____
 Work Phone: _____ Home Address (city/zip): _____