



# Computer Equipment Sign-out Form

FOR OFFICE USE ONLY

NAME: \_\_\_\_\_  
GR: \_\_\_\_\_  
BLDG: \_\_\_\_\_  
STUDENT #: \_\_\_\_\_  
YR OF GRAD: \_\_\_\_\_

This form assigns primary responsibility for Roslyn Public Schools equipment to the borrower. The borrower will be responsible for taking the necessary precautions to protect the equipment and to store it in a manner that provides adequate protection when it is not in use, thus not subjecting the equipment to possible theft or damage. If it is determined that loss or damage is a result of negligence, the borrower may be held financially responsible for the repair or replacement of the equipment.

Student's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Item Description: Dell ChromeBook 11 - 3189

1. The borrower will be responsible for returning the ChromeBook and all accessories in like condition as received (i.e. ChromeBook and charging cable).
2. Students are not permitted to place any ornamental stickers on the ChromeBook. Screensavers and desktops images are expected to display appropriate content.
3. Students must take responsibility for having their ChromeBook prepared for class, which includes a charged battery.
4. Equipment cannot be loaned or transferred to a third party.
5. The borrower cannot modify the equipment in any way without written approval of the district.
6. Students are not to lend their ChromeBook to friends and/or family under any circumstances. No student may take another student's ChromeBook. Students are not to touch, use or alter another person's ChromeBook in any manner.
7. The borrower will make the equipment available at any time as requested by the district.
8. If loss or damage to the equipment/property occurs and determination is made that the loss or damage is a result of negligence, the borrower may be held financially responsible for the repair or replacement of the item(s). Reimbursement to the Roslyn Public Schools by the borrower who checked the equipment out should be at the fair market value of the equipment/property at the time of loss or damage (\$220 Chromebook and \$30 AC adapter as of 2022).

**I have read the above information and agree to the terms and conditions herein contained.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

(Upon Receipt)