

West Hartford Public Schools

Technology Equipment Loan Agreement

The West Hartford Public Schools (“District”) loans technology equipment to support teaching and learning as well as to promote communication and collaboration. This agreement is entered into by the borrower,

Student Name:	Student ID #:
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and the District for the loan of a school-owned technology device (e.g. tablet, laptop).

The borrower of the device agrees to take full responsibility for the device while on loan and agrees to the conditions below. The borrower will:

1. Comply with the *West Hartford Public Schools Administrative Guidelines for Responsible Use of Technology* (see Student Handbook).
2. Obtain written permission from the District before downloading anything onto the device.
3. Keep the device for his/her sole use and not loan the device to another student for his/her use.
4. Notify the Library Media Center immediately if you experience problems.
5. Return the equipment, including power cord, battery and laptop case, to the Library Media Center at the conclusion of the loan period in the same condition in which it was received.
6. Take responsibility for any damage (including accidents) to the device as well as any charges resulting from content downloaded to the device. The replacement cost is based on the device on loan: **Laptop \$249.00**

Student Signature:	Date:
Parent Signature: (required for students under the age of 18) Telephone: Email:	Date: