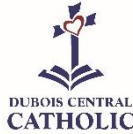


Technology Equipment



Borrowing Agreement

DuBois Central Catholic provides assistive technology on loan for a temporary period to students:

1. in financial need, as approved by school administration
2. whose personal device is in need of repair due to damage or unsatisfactory working condition.

Students are expected to demonstrate a sense of responsibility for the care and protection of all borrowed equipment against any damage, loss, or theft to the best of their ability.

Name: _____ Date: _____

Reason for borrowing equipment: _____

Expected return date: _____

Borrowed Equipment Description: _____ **Dell Latitude Laptop (DCC-L-LOANER)** _____

CHECK-OUT ACCEPTANCE

Borrowed equipment	By signing below, you agree to accept the DuBois Central Catholic terms and conditions of borrowing technology equipment. (See page 2)
<input checked="" type="checkbox"/> Laptop	Student Signature: _____ Date: _____
<input checked="" type="checkbox"/> Charging Cable	Parent/Guardian Signature: _____ Date: _____
<input checked="" type="checkbox"/> Laptop Case	

CHECK-IN ACCEPTANCE

Borrowed equipment	Signatures below serve as verification that the borrowed equipment above was successfully checked in. Please make note of any issues with returned equipment.
<input type="checkbox"/> Laptop	Student Signature: _____ Date: _____
<input type="checkbox"/> Charging Cable	
<input type="checkbox"/> Laptop Case	

Terms & Conditions:

- The borrower is responsible for the proper care and security of all borrowed technology and any accessories with it, protecting it, to the best of his/her ability, from damage, loss or theft.
- All borrowed equipment must be used in accordance with local and federal law and the school's Technology - Acceptable Use Policy.
- Borrower understands that equipment to be loaned will be out no longer than 30 days.
- All borrowed equipment is for school use only and will not be used for personal entertainment or data storage of any kind.
- No software is to be downloaded or installed without prior consent from the DCC IT department.
- All borrowed equipment must be brought to school every day.

Cont.

Terms & Conditions (cont.):

- Any/all borrowed equipment is subject to random inspections by the DCC IT department and/or school administration.
- In the case that the borrowed equipment is stolen, it will be immediately reported to the DCC IT department.
- In the case that the borrowed equipment is lost or damaged, it will be immediately reported to the DCC IT department.
- If borrowed equipment loss or damage is deemed by school administration as a result of negligence or carelessness, the borrower assumes responsibility for all costs of repairs and/or replacement.
- The student will return the equipment at the expected return date to the DCC IT department and sign it back in. If a continuation is necessary, an extension may be granted. In the event that the student stops matriculating prior to the designated return date, the equipment will be returned immediately upon notice by the student of withdrawal or expulsion.
- The DCC IT department and/or school administration has the authority at any time to require the return of the borrowed equipment for just cause.
- If equipment is not returned by the end of the school year, and retribution of the replacement value not made, the student's account will show an outstanding balance resulting in the charge for the equipment. Non-Payment will result in a hold being placed on the account, which could affect the student's ability to access grades and/or graduate.