



# **Student Borrowing Technology Equipment Procedure**

If a student is in need of a loaner laptop, the following procedure will be followed:

1. The student will report to the IT office and request a loaner laptop.
2. The student will sign out the specific loaner laptop by printing, signing and dating the sign-out log.
3. The loaner laptop and charging cable will be given to the student in a carrying case, along with a 'Student Borrowing Technology Equipment Use Agreement.'
4. The student will have use of the loaner for the rest of the day only.
5. If the student needs the loaner laptop for a longer period of time, the 'Student Borrowing Technology Equipment Use Agreement' form must be filled out, signed by a parent/guardian and returned the next day.
6. If the Use Agreement form is not returned the next morning, the loaner laptop must be returned.
7. If neither the form nor the laptop is returned, an IT staff member or school administrator will retrieve the laptop from the student.
8. The student will be able to borrow the laptop again when the form is returned.
9. When the student is finished with the borrowed equipment, he/she will bring it back to the IT office and sign the equipment back in by signing and dating the sign-in log.

These procedures are in place to ensure that parents are aware when their child is borrowing equipment from the school and their reason for doing so. The agreement clearly defines expectations and responsibilities of the borrower and explains the consequences if the equipment is not returned or is returned damaged. These procedures are in place to protect all parties involved