

**Adelanto Elementary School District
Student Technology Equipment /
Computer Loan Form**

Student Name: _____ School Site: _____
Home Address: _____ Phone: _____
Student ID Number: _____

I assume the responsibility for the following district equipment for use at home:

Equipment Description: _____

School-related purposes only not for personal use.

I have received a copy of the **Do's and Don'ts of Device Use**

A copy of the Do's and Don'ts of Computer Use can be found [on our website](#). _____ (Please initial)

I hereby acknowledge that I am accepting responsibility for district equipment including, but not limited to: theft, damage, or loss, and agree to pay the cost of repairs or replacement. By signing below I am verifying that I have Homeowner's/Renter's Insurance with the following company that will cover this equipment in case of loss, theft or damage. I certify that the equipment will be used only for district purposes. I certify that if my enrollment status with the district ceases to exist, I will return all equipment immediately. I understand that if equipment is not turned in within one (1) week I will be billed for the District's purchase price of said equipment.

I hereby acknowledge receipt of equipment described above. _____ (Please initial)

Student Name Date

Student Signature Date

Parent Signature Date

Return of Equipment

Date Student Signature

Date Library Media Coordinator or Designee

Do's and Don'ts

Use of School District Device

Don't eat or drink over the keyboard and mouse or blow smoke over your screen

Don't let anyone else use a district device. It is for your use only; not your sibling, friend, neighbor

Don't disable, remove, or add your own anti-virus software. All district computers are protected by district licensed anti-virus software.

Don't store personal information on your device

Do store the device properly to keep it protected and clean

Don't leave the device in the car, especially in plain sight, or in hot weather

Don't clean device with household cleaning products

Don't view obscene, offensive, or illegal material

Don't install software without permission

Don't put your device on the floor. This will clog the fans preventing proper cooling of device

Don't let your pet sleep, lay or play next to your device. This is another reason to keep your device off the floor and on your desktop