**Killeen Independent School District**

**Lending Laptop Agreement**

**School: Liberty Hill Middle School**

**Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Killeen ISD agrees to loan school district equipment subject to the purposes and terms set forth below:**

1. **The borrower agrees that the laptop with power supply is the property of Killeen ISD and will be used for educational purposes.**
2. **The borrower agrees that the equipment shall, at all times, remain the property of Killeen ISD and that the borrower will not remove or tamper with any markings and labels which may be affixed to the equipment.**
3. **The borrower will maintain the equipment in good working condition for the term of the loan, agreeing not to modify or abuse it.**
4. **The borrower agrees that KISD may terminate this loan and request immediate return of the equipment at any time.**
5. **The borrower understands that no portion of the equipment, including all parts, will be removed from the equipment.**
6. **No additional software will be loaded on the laptop.**
7. **The borrower agrees to be financially responsible in the event the equipment cannot be returned to the district in the condition in which it was loaned at a specified replacement cost as determined by the district.**
8. **In the event of theft a police report must be filed and provided to the district (campus librarian) within 48 hours of the theft. If the theft happens on campus, see the campus police. Otherwise, police report should be filled with appropriate law authorities.**

**Campus Procedures and Policies**

**Laptops are checked out with a bag and a power cord for 3 days. The items may be renewed for additional periods of three days, if there are no holds on the items.**

**Overdue fines will be charged for items returned after the due date.**

**Backpack, laptop, and power supply: $1.00 per day**

**Reminders:**

1. **Students will not be allowed to check out a laptop with overdue books or fines of any kind.**
2. **Any documents or downloads will be deleted upon logging out. Students are encouraged to save all work to One Drive.**
3. **A new agreement must be signed each school year.**
4. **Please ensure the power cord is in the backpack before returning.**

**By signing you agree to comply with the terms set forth in this agreement and in the district’s Acceptable Use Policy (found on KISD website).**

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**Student Name Parent/Guardian Signature**

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**Parent/Guardian E-mail Address Parent/Guardian Phone Number**