

**EOC CHARTER HIGH SCHOOL  
LAPTOP DEVISE (LTD) LOANER PROGRAM:  
Checkout and Liability Form**

Laptop/LTD Tag No. \_\_\_\_\_

Value:   \$350   (Includes:    Laptop, power cord, power supply, internal case, external case   )

Students that have reached the age of majority are provided the option of assuming the role of Borrower or assigning the role of Borrower to a representative. Students that have not reached the age of majority must have the parent/guardian act in the role of Borrower.

**Print Name of Representative/Borrower:** \_\_\_\_\_

**Print Name of Student if Different than Above:** \_\_\_\_\_

As the Representative/Borrower, you have been provided with the loan of a laptop device (further referred to as: LTD) with the above tag number for use at: (Check all that apply)

Within the School

Outside of School

In consideration of the right to use this LTD, the Representative/Borrower agrees to abide by the following terms and conditions:

1. In years where the school is not able to purchase computer insurance, the Representative/Borrower agrees to pay \$ \_\_\_\_\_ to insure the cost of the computer against malfunctions, damages, loss or theft during the loan period.

The Representative/Borrower has the right to waive LTD Insurance, but in waiving insurance the Representative/Borrower assumes all costs associated with the loss, theft, or damage to the LTD while on loan to the Borrower. Payment for insurance may be paid for by either check or cash. Checks may be made Payable to:

Yuma Private Industry Council

Checks returned for insufficient funds will void all insurance claims and protections as provided in the statement above, which will result in the Representative/Borrower assuming all costs associated with the loss, theft, or damage to the LTD while on loan to the Borrower. **Check if not applicable** \_\_\_\_\_

2. The Representative/Borrower agrees to permit staff to inspect the LTD for functioning at the end of each class use, and The Representative/Borrower agree to return the LTD and all accessories on established dates for inspection and maintenance. The Representative/ Borrower will not be able to access the LTD during inspection and maintenance time frames. The Representative/ Borrower will be notified when the LTD will be available for pick-up. A replacement LTD will not be issued until all costs are paid in full.

**Semester Return Due Dates are:**

12/15/23	5/23/24
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3. A late of fee in the amount of \$    1.00   /day will be charged for not returning the LTD by the due date. If the Representative/Borrower requires the LTD for a longer period of time, he or she must return the lap top in person for inspection by the due date and check out a different LTD. (Subject to availability)

4. Representative/Borrowers that do not permit daily inspection of LTDs, or LTDS that are not returned within 24 hours of the agreed upon return dates will be considered stolen or damaged and late fees will begin to accrue. All actions and costs associated with theft and damage will be incurred by the Representative/Borrower unless the Representative/Borrower has secured valid insurance for the LTD. Individual cases may be referred to school administration for disciplinary action.

5. The Representative/Borrower agrees to keep the LTD in his or her custody while checked out and agrees not to lend, loan, or provide it to any other person. The Representative/Borrower agrees not to use the LTD to violate any school, local, State or Federal laws, policies or regulations with regards to trademark, copyright, patent, libel, slander, privacy of electronic data communication, school conduct policies, or criminal activities.

6. The Representative/Borrower understand that the privilege of using the LTD may be revoked and/or costs may be incurred if: 1) the Representative/Borrower does not use the approved LTD bag 2) The Representative/Borrower trades bags or LTDs with another person 3) The Representative/Borrower leaves the LTD in an unsecured area including classrooms or vehicles 4) The Representative/Borrower personalizes the computer surface in any way to include but limited to adding stickers, paint, ink, marker, etchings, etc. 5) The Representative/Borrower damages another's LTD or attempts to adjust the exterior appearance of another's LTD in anyway. 6) The Representative/Borrower lends the LTD to anyone or hires others to adjust the functioning, operating system or exterior appearance 7) the LTD is involved in reckless, illegal, abusive or obscene activities 8) The Representative/Borrower disregards YPIC Technology Policies 9) The Representative/Borrower installs software, without permission of the school (including games, music, video, etc.) except for printer drivers and Internet Service Providers 11) The Representative/Borrower attempts to add mainframe memory or attempts to adjust hard drives in any manner to include adding functions that allow the computer to save user documents, material and media 10) The Representative/Borrower disregard reasonable requests of staff or agents acting on the behalf of the Educational Opportunity Center Charter High School.

7. The Borrower/Representative agrees to inform the school immediately of any problems, malfunctions, damages, and loss or theft of the LTD. The Representative/Borrower agrees to assume all responsibility for any damage, loss, of the LTD if the Representative/Borrower declined the option to insure the LTD. Costs include repair costs, replacement costs, late fees, collection costs, including attorney's fees, and the withholding of transcripts and diplomas until the financial obligation is met. A replacement LTD will not be issued until all costs are paid in full.

8. The device is being loaned with purpose to access instruction and coursework. The Borrower/Representative understand that on the 7<sup>th</sup> day of not accessing virtual classes, the school will seek to retrieve the LTD device.

I hereby acknowledge the receipt of the above listed property in the conditions specified in the Laptop Device (LTD) Existing Damage Report Form (initial \_\_\_\_\_) and am aware of the responsibility for its care and return. Furthermore, I authorize agents of the Yuma Private Industry Council and the Educational Opportunity Center Charter High School to charge any liabilities arising under this Agreement .

Student/Borrower/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Borrower/Representative Address: \_\_\_\_\_ City: \_\_\_\_\_ zip code: \_\_\_\_\_

Borrower/Representative Email: \_\_\_\_\_

Borrower/Representative Phone Number: \_\_\_\_\_

Borrower/Representative Alternate Contact Name: \_\_\_\_\_

(This person will be notified to secure LTD's that are not returned by dates indicated)

Borrower/Representative Alternate Contact Address: \_\_\_\_\_

City: \_\_\_\_\_ zip code: \_\_\_\_\_

Borrower/Representative Alternate Contact Email: \_\_\_\_\_

Borrower/Representative Alternate Phone Number: \_\_\_\_\_

**Addendum for Students that are Working:**

The school understands that students that are employed may not have the capability to attend live streaming classes on a daily basis. There for the following accommodation is being made.

Student Name: \_\_\_\_\_ Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employer Phone Number: \_\_\_\_\_

As an accommodation for the purpose of working, the student is not expected to attend live streamed classes, but is still required to check in daily for attendance and submit assigned work by 3:00 pm on Saturday of each week. Students must complete quizzes and tests by assigned due dates or schedule an alternate due date with the each teacher. Failure to meet deadlines will result in revoking the loanership of the Laptop Device.

Student/Borrower/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Borrower/Representative Address: \_\_\_\_\_ City: \_\_\_\_\_ zip code: \_\_\_\_\_

Borrower/Representative Email: \_\_\_\_\_

Borrower/Representative Phone Number: \_\_\_\_\_