

PINELLAS COUNTY SCHOOLS
ESE DEPARTMENT
PARENT/GUARDIAN/STUDENT
EQUIPMENT RECEIPT AND RESPONSIBILITY FORM
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Student's Name: _____ Grade: _____ Date: _____

School: _____ School Contact: _____ Phone: _____

Parent/Guardian Name: _____ Phone: _____

Address where equipment will be located: _____

I will notify the School Contact if any problems with the operation of this equipment occur:

- School Board purpose served: Communication Reading Organization
 Math Writing Access to Curriculum Other
 I have explained the conditions for the use of this equipment to student/parent

Signature (Teacher/Therapist)

Item Make or Model	Property Tag Number	Serial Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand the use of equipment for personal/private purpose or gain is prohibited per Board Policies 7320 (Acquisition and Removal of Tangible Property) and 7530 (Lending of District-Owned Equipment). Please initial box.

I have read page 2 of this contract and understand all conditions, agreements and guidelines. I also understand that I may be held responsible for repaying the District the current value of the equipment in the event of lost/stolen/damaged equipment if I am found negligent. Please initial box.

_____	_____	_____
Parent/Guardian Signature	Date	End Date
_____	_____	_____
Student Signature (if 18 or older)	Date	End Date

Copies to Parent, Case Manager, ESE Coordinator

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CONDITIONS FOR REMOVAL

1. All Borrowers **must complete this agreement** when the Equipment is removed from the property site.
2. The Equipment is for **school purpose only**. It is not for personal use.
3. The Borrower agrees to use the Equipment for the School Board purpose stated on page 1 of this contract, and understands that they are **responsible for injury or damages caused by any inappropriate use or unauthorized use of this Equipment**.
4. The Borrower **agrees to be the sole user of this Equipment** (including software).
5. The Borrower understands that the equipment may allow the user to have internet access. **It is the responsibility of the Borrower to monitor and control the student's use of the Equipment**. Inappropriate use is a violation of the Code of Student Conduct.
6. The Borrower **agrees not to make unauthorized copies of licensed software** (see Board Policy 7540.04 & 2531).
7. The Equipment is to be returned in the same condition it was in upon check out. The Borrower **agrees to pay for any loss or damage (current value) of the Equipment that may occur due to their negligence**. (Board Policy 7300 (D)).
8. The Borrower **agrees to return the Equipment (including power cord and case) on or before the date specified**. Failure to return the Equipment on or before the date specified may result in a demand for reimbursement of the full value.
9. The Borrower **agrees to return the Equipment (including power cord and case) at any time when asked to do so by the Principal/Site Administrator**.
10. The School District cannot guarantee that content stored on the Equipment will be private. **Users of the Equipment have no expectation of privacy in the contents stored therein**.

YOUR RESPONSIBILITY FOR SECURING EQUIPMENT

11. The Equipment covered under this contract is the property of the School Board of Pinellas County and **must be secured at all times**. The Borrower has a **duty to use all reasonable precautions to protect this Equipment entrusted to them**.
12. Reasonable precautions to protect the Equipment include:
 - a) **maintaining direct possession and control of the Equipment**; and
 - b) **paying special attention** to highly desirable and easy to remove property including, but not limited to, laptop computers, iPads, Kindles and tablets; and
 - c) **ensuring that Equipment is not left unsecured** in any area including, but not limited to a closet, storage area, or vehicle. Although many of these places are capable of being locked in your home, they are nevertheless not secure if numerous people have access or keys. If you are unsure of how to secure the Equipment notify your School Contact.
 - d) **ensuring that Equipment left in a parked and unattended vehicle during the day, must be locked with the Equipment stored out-of-sight**, such as in the locked trunk of the vehicle.
 - e) **ensuring that Equipment is never left overnight in a vehicle, including locked vehicles parked in a garage**.
13. **If the Equipment is lost, stolen or damaged, the Borrower must report it immediately to the Principal/Site Administrator. If the Equipment is lost or stolen, the Borrower must also file a police report immediately with the appropriate agency.**
14. **The Borrower accepts full responsibility for the Equipment and will reimburse the School District for any loss or damages incurred by misuse, negligence, carelessness, or failure to follow the Conditions or Responsibilities listed in this contract.**