

Clay County Schools

Loan of a Device or equipment via Student

Date: _____

School / Class: _____

Student's Name:	_____
Asset Tag #	_____
Serial Number:	_____
Date the device to be returned:	_____
Purpose of the loan:	_____
Phone Number:	_____

Agreement: The student and parent understand that the device is the Property of Clay County Schools and is only being lent to the student for a temporary time. Any damage or loss of the device is to be reimbursed by the student and/or parent/guardian. The following chart is the replacement costs associated with devices.

HP 840 G3 Laptop	458.00
HP 840 G3 Charging adapter and cable	29.00
Apple iPad Air – A1474	195.00
iPad charging brick and cable – Type C	20.00
iPad case – THD135GLZ	25.00
Lenovo E14 Laptop	996.25
Leonov E14 Charging adapter and cable.	38.00

In addition, the student and family fully understand that the use of a computer will be monitored and filtered by West Virginia Department of Education and Clay County Schools. Inappropriate use of the technology will result in disciplinary action. Students and their parents / guardians are responsible for reviewing the county Acceptable Use Policy located at <http://claycountyschools.org> under the **Virtual School / Distance Learning** tab.

Parent/guardian Signature: _____

Student Signature: _____

Please retain a copy of this for your records. If you have any questions, or in the event of failure, please contact your school where your device was assigned and arrange for an exchange or repair.

Date received :

Received by:
