

**AUTHORIZED USE OF SCHOOL OWNED  
MATERIALS AND EQUIPMENT AGREEMENTS**

**STAFF AUTHORIZATION FORM FOR USE OF SCHOOL OWNED  
TECHNOLOGY EQUIPMENT AGREEMENT**

Name of Borrower: \_\_\_\_\_

Location: \_\_\_\_\_

Loaned Equipment **Description** \_\_\_\_\_

Date Received: \_\_\_\_\_

Serial #: \_\_\_\_\_

Estimated Replacement Cost: \_\_\_\_\_

**I understand by borrowing the above listed equipment/materials I am responsible for returning the equipment/materials in the condition in which it was received and for the financial responsibility to replace the item for any loss or damage, which will meet the requirements of all applicable insurance.**

\_\_\_\_\_  
Borrower's Name Print

\_\_\_\_\_  
Borrower's Name Signature

\_\_\_\_\_  
Superintendent/Designee Signature

*This form is to be kept until the equipment is returned*

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**STUDENT AGREEMENT - CHROMEBOOK CONTRACT**

I am being loaned, by the Raymond School District, one Chromebook, a carrying case, and a charger and this equipment is in good working order. It is my responsibility to care for this equipment and ensure that it is maintained in a safe environment. The equipment is, and at all times remains, the property of the District and is herewith loaned to me for educational purposes.

**I AGREE TO:**

- Follow the policies for electronic devices and digital citizenship as outlined in the Student Handbook, the Raymond School District Technology Acceptable Use Policy, and any other Raymond School District technology policies at all times.
- Bring the device fully charged and ready for use each day. I understand that I can not disrupt the learning environment in a classroom to charge my device.
- Follow all faculty and staff directives and instructions regarding Chromebook use.
- Read the Raymond Schools One-to-One Handbook and understand it is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.
- Understand that this equipment is the property of the Raymond School District and the District has the right to search and/or monitor the equipment issued to me and the digital use on the equipment and District accounts.
- Assume full responsibility of the issued equipment at all times.
- Immediately return the equipment in good working condition upon the District's request or withdrawal from the District.

Make and Model of computer: \_\_\_\_\_

SAU Tag number: \_\_\_\_\_

Serial Number (S/N) on back: \_\_\_\_\_

\_\_\_\_\_  
Students Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Raymond School District Representative

\_\_\_\_\_  
Date

*Reference: RSD Policy EDC ~~adopted May 16, 2002~~*

Approved: June 18, 2008

Proposed Revision Second Reading: November 18, 2020