



Overview

First time Loan - Students borrowing an electronic device from Longleaf School of the Arts are required to submit this Agreement along with the Device Loan Fee before a device will be assigned.

Recurring Loan – A new copy of this Agreement is required each school year. Once the Agreement is received and the then current Device Loan Fee is paid, a device will be assigned.

Agreement & Fees

_____, _____, agrees to borrow a Longleaf School of the Arts
Student Name Grade
Chromebook or iPad (Seniors Only) including charging peripheral(s).

Device Loan Fees are as follows:

I/we understand the Device Loan Fee is \$50.00 for the 2020-21 school year. This fee is subject to revision annually.
If the Chromebook/iPad is lost or stolen, the replacement cost of the device will be collected from the responsible party. In the case of damage* to the device, a \$25.00 Damage Fee will be assessed and must be paid before the student will be issued a replacement device. Lost or damaged peripherals will be charged separately*.

I/we agree that the Chromebook/iPad will be returned at the end of the current school year and evaluated. If it is determined the device is damaged in any way, even cosmetically, a \$25.00 Damage Fee will be assessed and must be paid before a device will be issued in the following school year.

By signing below, the student and their parent/guardian agree to return the Chromebook/iPad in the same condition, as indicated in the Outgoing Condition section of this agreement, in which it was received along with the charging peripheral(s).

*Damages may include but are not limited to: excessively scratched screen, cracked or broken screen; missing/broken lightning cable (\$15), 5v/2.1 amp USB power adapter (\$25), Chromebook charger (\$30); dented/broken device body, broken buttons and other extreme misuse of the electronic device. **At NO POINT should a 3rd party make any repairs to LSA electronic devices.** This results in the nullification of the insurance the school purchased. The devices cannot be repaired further. And, the full replacement cost will be assessed.

Agreement Signatures

Student printed name: _____ Date: _____

Student signature: _____

Parent/Guardian signature: _____ Date: _____

Parent/Guardian address: _____

Distribution/Office Use

LSA Device # _____ iPad cable & _____ adapter or _____ Chromebook charger

Administrative signature: _____ Date: _____

Collected \$ _____ Check/Cash/CC/CP: _____ Date: _____ Initials: _____
Notes:



Outgoing Device & Peripherals Condition

Indicate notable condition(s) on the pictures.



Note any damages on device, charging cable and adapter:

_____ (initial) I/we have inspected, indicated and agree to noted conditions upon receiving the LSA Chromebook or iPad and peripheral(s).

DAMAGE NOTICE: email office@longleafschool.com as soon as device is damaged, lost or stolen.

Return of Chromebook/iPad Condition and Sign-off (To be completed at the time of Return ONLY)

_____, has returned Longleaf Device # _____, and either
(Print Student Name)

iPad charging cord _____ and power adapter _____ or Chromebook charger _____ in the same condition received as dated and noted on this Agreement, unless otherwise noted below:

Student Signature

Date

LSA Signature

Date