



**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 including charging peripheral(s).

Device Loan Fees are as follows:

I/we understand the Device Loan Fee is \$50.00 for the 2021-22 school year. This fee is subject to revision annually.  
**If the Chromebook 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 \$40.00 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 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 \$40.00 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 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; 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 # \_\_\_\_\_ 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 peripheral(s).

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

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

\_\_\_\_\_, has returned Longleaf Device # \_\_\_\_\_ and  
(Print Student Name)  
Chromebook charger \_\_\_\_\_ in the same condition received as dated and noted on this Agreement, unless otherwise noted below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
LSA Signature

\_\_\_\_\_  
Date