

# **Canopy Oaks Elementary School**

3250 Point View Drive, Tallahassee, Florida 32303

Phone: (850) 488-3301 Fax: (850) 414-7356

<http://www.canopyoaks.leon.k12.fl.us/>

**Paul Lambert**  
Principal

**Staci Stephens**  
Assistant Principal

## **Laptop Loan Form**

Guidelines for using a school laptop:

1. Proper care must be taken with the laptops:
  - Keep your laptop away from food and drink
  - Do not place books or other objects on the laptop casing
  - Do not leave the laptop in a hot car
2. If damage that is not covered by warranty occurs to the laptop when it is in your possession, you are responsible for the cost of having it fixed.
3. Laptops must be turned in to the principal or technology coordinator upon request and at designated times.
4. Laptops should always be locked up in a secure cabinet or drawer when leaving them at school overnight.
5. A Removal of Property form must be signed and on file with the bookkeeper or technology coordinator if you are taking the laptop off campus.
6. If taking the laptop home, you **MUST** have homeowner's or renter's insurance. Canopy Oaks must have proof of this insurance.
7. If theft of the laptop occurs when you have removed it from campus, you (or your insurance) are responsible for its replacement.
8. Laptops should never be left at home. If you take the laptop home, you must bring it back to school with you the next day.
9. Laptops may be used by teachers only. They may not be used by family members (children, spouse, etc.) or friends.

This memo must be signed and on file with the principal or designee.

Please sign that you have read and agree to the guidelines as stated above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
Property Control Number

10.