

# **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**

## **iPad Loan Form**

Guidelines for using a school iPad:

1. If taking the iPad home, you **MUST** have homeowner's or renter's insurance. Canopy Oaks must have proof of this insurance.
2. If theft of the iPad occurs when you have removed it from campus, you (or your insurance) are responsible for its replacement.
3. If damage that is not covered by warranty occurs to the iPad when you have removed it from campus, you are responsible for the cost of having it fixed.
4. iPads should never be left at home. If you take the iPad home, you must bring it back to school with you the next day.
5. iPads must be turned in to the principal or technology coordinator upon request and at designated times.
6. iPads should always be locked up in a secure cabinet or drawer when leaving them at school overnight.
7. Proper care must be taken with the iPads:
  - Do not leave your iPad in a hot car
  - Keep your iPad away from food and drink
  - Do not place stickers on the iPad casing
8. iPads may be used by teachers only. They may not be used by family members (children, spouse, etc.) or friends.
9. A Removal of Property form must be signed and on file with the bookkeeper or technology coordinator.
10. 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