

To: Parents and guardians
From: Tech department

Your child's Chromebook needs to be repaired or replaced. To borrow a loaner Chromebook for up to a maximum of **THREE** weeks, please fill out the form below and return to school with a \$100 security deposit. The security deposit will be returned to you when the loaner is returned within three weeks in good working order and clean.

Child's Name: _____

Child's Homeroom: _____

Date to begin loaner: _____

Date by which loaner will be returned: _____

Must not exceed 3 weeks from date of signing out loaner. Please mark on your calendar.

By signing and returning this form with a \$100 security deposit, I acknowledge that:

1. The Chromebook must be sent for repair right away
2. The loaner may be used for no more than 3 weeks
3. The loaner must be returned in good working order and clean to receive the security deposit back
4. The student must carry the loaner in a Chromebook case with handles and follow all rules in the AUP, or the loaner may be taken back sooner than 3 weeks
5. If the loan period exceeds 3 calendar weeks, parents will be charged \$5 per day for one additional week (\$25 for the school week)
6. If the Chrombook is still not returned after 4 weeks, the daily fee will go up to \$10 a day (\$50 per school week) until the Chromebook is returned

Print parent's name: _____

Parent's signature: _____

Please print out form and return to Mrs. Coffield with a check