

ELECTRONIC DEVICE CHECK OUT FORM

Odyssey Charter School, Inc.

7012 - Electronic Device Check Out Policy

Odyssey Charter School, Inc. ("OCS") may provide laptops, tablets, and other electronic devices to some students. Electronic devices that are checked out to students are the sole responsibility of the student and the parent/guardian. Students must bring back the electronic device in the same condition it was in when checked out, absent normal wear and tear. **Lost, stolen, or damaged devices will result in the parent/guardian being charged the replacement or repair costs.** Further students are required to abide by the following policies:

- Each student and their parent/guardian must sign and return this form to OCS and agree to be bound by its terms.
- Electronic devices must be returned no later than the date indicated on this form. A late fine of \$15 may be charged for devices that are returned late. The parent/guardian will be charged the full replacement cost (up to \$800) for any device that is damaged or not returned.
- OCS electronic devices may only be used for academic purposes.
- Electronic devices must not be used for recreational purposes.
- ***Once off the school property, these devices do not have any school internet filters. Students are only allowed to access school-related resources. Students are prohibited from using any OCS electronic device to access obscene, inappropriate, or illegal content. The use of an electronic device for any improper purpose may result in disciplinary action being taken against the student. Parents/Guardians are responsible to monitor student usage at all times.***
- The student and parent/guardian must comply with the manufacturer's terms of service related to the device.
- The student is the only individual allowed to use the electronic device, except that the parent/guardian may assist the student in using the device for academic purposes.
- Electronic devices must not be left unattended. The user is responsible for the device and its peripherals the entire time it is checked out.
- The student is responsible for any damage, whether intentional or accidental. The user will be charged accordingly based on the cost to repair or replace the device.
- The parent/guardian must immediately notify OCS if an electronic device is lost, stolen, or damaged.
- It is recommended that student users save their data to an external data source in the event the device fails.
- Electronic devices should be used on a flat solid surface. No device should be exposed to extreme temperatures or liquids. All devices should be securely put away when not in use.
- The device provided needs to be returned within three days of the conclusion of online instruction.

APPROVED

MAR 25 2020

OCS, Inc.
Board of Directors

ELECTRONIC DEVICE CHECK OUT FORM

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COMPLETE ONE PER CHILD

Student & Parent/Guardian Information

Student Name: _____ Student ID #: _____

Birth Date: _____ Grade: _____

Parent/Guardian: _____ Relationship to Student: _____

Address: _____ Phone #: _____

_____ Email: _____

School (Check one):

- Odyssey Charter Elementary School
- Odyssey Preparatory Academy
- Odyssey Charter Jr/Sr High School

Acknowledgement

By signing below, you acknowledge that you have read the Electronic Device Check Out Policy and agree to be bound by its terms. You agree to return the device on the return date indicated above in the same condition the device was in when checked out, absent normal wear and tear. You further acknowledge that you will be charged the cost of repairing or replacing the device if it is lost, stolen, or damaged.

Parent/Guardian Signature

Student Signature

Date

Date

Device Information: Completed by TECHNOLOGY TEAM

Type of Device: ___ Laptop/Charger ___ Other (explain): _____

Brand: _____ Model: _____

Asset Tag Number _____ Serial Number: _____

Condition at Check Out: ___ New ___ Excellent ___ Good ___ Fair

Comments on Condition: _____

Device Checkout Date: _____ Person Checking Out Device: _____

Device Return Date: _____ Person Checking In Device: _____

Condition at Return: ___ New ___ Excellent ___ Good ___ Fair ___ Poor

Comments on Condition: _____