

**Morrice Area Schools  
Chromebook Checkout Form**

All Chromebooks owned by Morrice Area Schools are district property provided to students/staff for a period of time as deemed appropriate by MAS Administration.

Please list the items that will be checked out:

Equipment		Serial Number

MAS may allow students/staff to use Chromebooks off school property under certain circumstances. District Chromebooks are to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications. Students/staff will act in accordance with applicable Board of Education Policy, when using the District’s Chromebook computers, electronic devices and accessories.

**Morrice Area Schools Policy # 7530 (Lending of District-Owned Equipment)**

*The Board of Education believes that District-owned equipment is a valuable resource which may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the District.*

*The Board may lend specific items of equipment on the written request of the user and approval granted by the Superintendent.*

*The user of District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.*

*District equipment may be removed from District property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the Superintendent is required for such removal.*

I understand that the following conditions will apply:

- I will return the equipment to Central Office no later than the date indicated above.
- I will exercise reasonable care in transporting and using the equipment.
- I shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

Student/staff Name (Print)	Phone Number	Email Address
Student/staff Signature		Date
Parent Signature		Date