



TECHNOLOGY LOAN AGREEMENT

Student Name: _____ Teacher: _____

Equipment Description: _____ Security Tag # _____

Date Loaned: _____ Date Due: _____ Date Returned: _____

The Borrower (named above) has been provided with the loan of Technology Equipment (listed above) by the Menlo Park City School District (the District) for the purpose of providing a tool for the educational use of the Borrower.

The terms of this Agreement shall include the following:

1. The term of this agreement is listed above. All loaned items shall be returned promptly and in good working condition by the due date. This agreement may be rescinded at any time at the discretion of the District or the school principal.
2. All equipment and software shall remain the property of the District.
3. The Borrower and his/her Parent or Guardian accepts responsibility for the equipment while it is in the Borrower's possession. The Borrower agrees to use an appropriate method of transporting the equipment and also agrees to keep the equipment secure at all times. Damage, loss or theft will be promptly reported to the District Technology Coordinator.
4. This equipment is provided only for the use of the Borrower. The Borrower agrees, by signing this Agreement, that no one else, other than District staff, will be allowed to use this equipment.
5. The Borrower must have a signed Acceptable Use Policy on file with the District and agrees to comply with all sections of the Policy. The Borrower shall not attempt to upgrade, open, or make hardware modifications to any equipment. Software should not be copied onto other computers, or installed without the consent of the Technology Office.
6. By the signatures below, the Borrower and his/her Parent or Guardian indicates intent to use this equipment for purposes of facilitation of the educational program of the District. The undersigned agree that this property will be treated with care, with the understanding that the Parent or Guardian will be fully responsible for any costs associated with damage, loss, or theft.

Borrower Signature

Date

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date

District Representative Name (printed)

District Representative Signature

Date