



End of Year: Laptop Check-in Form

At the end of the year students will use this form when checking in their laptop to check for the condition of all the equipment (Laptop, Charger, Hotspot, & Case).

Personal Information

Full name:	
Grade:	
Student ID:	

Laptop:

	Good:	Fair:	Note:
Laptop is turned in?	Yes	No	
Laptop is in working condition			
Screen has no cracks or scratches			
Battery life is good			
Outer shell of laptop has no cracks or scratches			
Charger is turned with no exposed wires			

Hotspot (T-Mobile)

	Good:	Fair:	Note:
Hotspot is turned in?	Yes	No	
Hotspot is in working condition			
Hotspot has no cracks or scratches on outer case			
Charger is turned in and working			

Laptop Case:

	Good:	Fair:	Note:
Laptop case is turned in?	Yes	No	
Laptop Case is in condition			
Laptop Case has no tears or scratches on case or in case			
Zipper works			

 **Student Expectations:**

- Bring laptop to school fully charged everyday
- A case must be on the lap top at all times and have your charger with you.
- **Only** the student that the device is checked out to should be using it. Do not lend it out
- Damages must be reported immediately - even if it is accidental.
- Lost/Stolen must be reported immediately, and a police report must be filed.
- Laptops are monitored at all times. Only use it for school appropriate tasks.

 **Device Care Tips:**

- Charge device each night with it **turned off**
- Charge and store on a hard surface so it does not overheat laptop or block airflow
- Keep laptop away from food and drinks, small children, and pets.
- Keep protective case on laptops and handle with care.

\$ Service fees for repairs:

All claims will be investigated to determine appropriate action.

- Accidental damages: \$50
- Intentional Damages:
 - 1st - \$50 → 2nd - \$75 → 3rd - \$100

There are also disciplinary consequences for violation of our code of conduct.