



2020-2021 PCA ECHS Laptop Loan Agreement

Name _____

Date _____

Grade _____

Phone _____

Item Description	Serial No. / Asset Tag No.	Condition
Lenovo Thinkpad 12" Laptop		
Charger, Cable		
Protective Backpack		

The above listed equipment is the property of Pineywoods Community Academy/PARAMUS ECHS, and is being loaned to the student to assist in high school and college coursework while enrolled at PCA. The equipment may not be defaced or modified in any way. Inappropriate material on the machine may result in the student losing his/her right to use this computer. The equipment will be returned to the school on a date to be requested or sooner if the student is discharged from the school prior to the end of the school year. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

If the school property is lost, stolen or damaged while in the student's possession, the student is responsible for its replacement or repair.

Each student will be issued a protective backpack for transporting the computer. This backpack must be used whenever students travel with the machine.

The student may not install or utilize any software in connection with the student's use of the school property other than software owned by the school and made available to the student in accordance with this Receipt and Agreement and the student agrees not to make any unauthorized use of or modifications of such software. Any attempt to circumvent web filtering software will result in forfeiture of the machine and payment by the student of costs associated with its repair.

Each student will be required to pay an annual \$40.00 insurance fee. This fee must be paid prior to issuing the laptop to the student. The insurance covers accidental damage or loss and hardware or software that is defective. The insurance company will ultimately determine their liability for damage or loss. The insurance does not cover intentional damage or willful neglect of the machine. Students will be responsible for repair or replacement of the machine in these cases.

The student acknowledges and agrees to these terms, and understands it is his/her responsibility to protect and safeguard the school property and to return it in good condition and repair.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Printed Name _____

Student Signature _____ Date _____

School Official Signature _____ Date _____

Cash Receipt # _____ Insurance Payment Check # _____