



EPIC Adult Education SPOKES Programs



Temporary Checkout Agreement: Laptop, Headset and Mouse

Student Name: _____

Email Address: _____

Phone #: _____ DHHR Case Worker (if applicable): _____

As a part of your adult education program, you may borrow a laptop computer to use at home or other places outside of the classroom, for assigned homework and lessons.

You will borrow this laptop, headset, and mouse from the West Virginia Adult Education/SPOKES program. You are responsible for these items and must return all of them, in good condition, to your classroom location when you no longer need them. You are solely responsible for the equipment which is the property of the State of West Virginia.

If you lose or damage the laptop, you are responsible for the replacement cost of \$400.

If you stop attending the class, you must return all items as soon as possible. Call to make an appointment to return all items (and finalize recorded hours on your DHHR time sheet, if applicable).

By signing this form, you agree to:

1. Not touch the screen with anything (hands, paper, cloth, water, etc.)
2. Not leave the laptop unattended or in a hot car.
3. Not stack anything on top of the laptop.

By signing this form, you understand:

1. You must follow the "Acceptable Use Policy".
2. The laptop is to be used by **you only, and for related classroom assignments.**
3. **No software** can be deleted, changed, or installed onto the laptop.
4. **No movies, games, music or programs** may be downloaded from the internet.

I agree to return the laptop, headset, and mouse in the same condition they are in now.

I agree that if the laptop, headset, and/or mouse are damaged or stolen, I will report this immediately to my instructor.

I understand that I am responsible for this laptop, headset, and mouse. I will return the equipment in good condition, in person to my assigned classroom. I will return the equipment as soon as I no longer need it, or if I stop participating in the class.. If I do not return this equipment or I return it damaged, I am responsible for paying \$400.

Student Signature

Date

Instructor Signature (Permission)

Date

WVAE SPOKES Office Use only:			
Asset ID: _____	Condition: _____	Return date: _____	Returned to: _____