

# Device Distribution Form

**Student Name** \_\_\_\_\_ **Student Number** \_\_\_\_\_

**Parent Name** \_\_\_\_\_ **Contact Number** \_\_\_\_\_

Students in Grades 3 – 12 will be assigned a device for the school year. These devices should be brought to school each day fully charged. Students in Grades K – 2 will have a device available to them through classroom sets. It is the student’s responsibility to care for the device appropriately.

**Device Type** \_\_\_\_\_ **Model** \_\_\_\_\_ **Asset ID/Barcode #** \_\_\_\_\_

<input type="checkbox"/> Device checked out to student in good working condition.  _____ Staff Initials  _____ Date		<b>Device and Components</b>	<b>Notes/ Current Device Condition</b>	<b>Date Checked Out</b>

## Fine Amounts

<b>Chromebooks</b>			
<b>Damage</b>		<b>Loss</b>	
1st incident	No Fine	Any Loss	\$25
2nd incident	\$10		
3rd incident and beyond	\$15		
<b>Power Adaptors</b>			
	1st incident	No Fine	
	2nd incident and beyond	\$10	

I understand that by checking out this device, I am accepting responsibility for it’s care and I will be charged for any damages accrued while the device is assigned to me/ my student according with the fine amounts above. I understand that students must follow the acceptable use policy, use the devices only for school purposes, and that parents should monitor student device and internet usage.

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Additional Resources

**[Student 1:1 Support Site](https://bit.ly/gcps-student-support) - [bit.ly/gcps-student-support](https://bit.ly/gcps-student-support) (all lowercase)**

**[Parent 1:1 Support Site](https://bit.ly/gcps-parent-support) - [bit.ly/gcps-parent-support](https://bit.ly/gcps-parent-support) (all lowercase)**