



Equipment Loan Agreement Marion County School District

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Marion, South Carolina 29571
Office 843.423.1811 / Fax: 843.423.8328
www.marion.k12.sc.us

Purpose: Provide students with short-term loan of equipment for instructional use only.

Loaned to: _____ Grade: _____ Phone #: _____

Building: _____ Homeroom: _____ Date Loaned: _____

Marion County School District Off-Site Use of District Equipment by Students

District equipment may be borrowed by District students for use in connection with their work in the District, upon approval of the administration and after signing out for said equipment, providing that the use of said equipment will not interfere with the programs and services of the District. Accountability and control over the loaning of District owned assets will be the responsibility of the building principal, department supervisor (or designee). Additionally, it should be understood that the student borrowing equipment relieve the District of any responsibility for injury resulting from use of said equipment and assume complete financial liability in case of damage, theft, or destruction of the equipment. Replacement charges will be based on the cost of parts and labor to repair the equipment and consideration of "normal wear and tear," or the current cost of replacing the unit – whichever is most appropriate. A user whose equipment has been lost, stolen, or damaged shall have her/his borrowing privileges revoked until restitution or other suitable arrangements have been made. **The District has implemented a yearly \$25 Technology fee to help cover replacement costs for normal wear and tear items.**

I the borrower will assume responsibility for loss for the item(s) checked below and for the repair of any excessive wear and/or damage due to negligence. In addition, I agree to submit a claim on my homeowner/rental insurance to determine coverage that I may carry. Any funds that I receive will be remitted to the Marion County School District to cover the loss.

I agree to faithfully perform all of the conditions for the use of this equipment, including necessary care of the item(s), which include precautionary measures as follows:

- Do not leave equipment in a vehicle for extended periods of time (especially during periods of extreme cold or heat).
- Do not leave equipment in plain sight in your vehicle.
- Transport equipment in the case provided to protect it.
- Recharge battery before returning equipment, if applicable.
- Do not loan the equipment to another person. If you do, you are still financially responsible for it.
- Do not carry your laptop with the screen/cover open.

Costs to repair/replace loaned any device damage deemed to have resulted from negligence on the part of the borrower

Total Laptop replacement : \$600	Screen replacement: \$185	Plastics replacement: \$50
Keyboard/Mouse replacement: \$40	Bag/Protective Cover: \$25	AC Charger Adapter/ Cord: \$50
Webcam: \$35	System Board: \$205	Hard drive: \$75

☒ Laptop(s) _____ ☐ AC Adapter Dell _____ ☐ Other _____
Asset Tag # _____ Make/Model: _____ SN: _____

It is further agreed that the equipment will be returned to the School Media Specialist or Media Assistant during office hours, Monday - Friday 7:30-4 p.m. on or before:

Return By: Date _____ Borrower's Signature _____ Parent/Guardian Signature _____

EQUIPMENT RETURN RECEIPT

Receipt of the item(s) and accessories listed above is hereby acknowledged. The item(s) were returned in

☒ satisfactory ☐ damaged condition, (Student will be notified as to the cost of repairs, if any.)

Nature of damage: _____

Received by: _____ Date: _____