



Laptop Agreement Form

Student's Name: _____

Purpose for checking out laptop (check all that apply):

- Homework
- Class Assignment(s)
- College applications or scholarships
- Employment related activities or projects

ORS laptops are intended to facilitate academic and collegiate pursuits. They can be used on school campuses or at home for a period of up to two weeks. Laptops have web browsers and Microsoft Office applications installed, and additional software can be installed upon request but requires administrative approval. **Special security software is installed that automatically erases anything saved to the hard drive when the computer is restarted. Thus, you should save your work on a USB memory device or on a cloud server. Also, we have computer usage software installed to track how the computer was used (hint: erasing the history and cookies won't work).**

You must return the laptop by the return date indicated on the *Laptop Usage Log* that is printed on the **back page of this document**. You can extend your reservation if no one else has requested a computer. Stipends, field trip access, and other program benefits will be suspended when laptops are not returned at the specified due date. Once the laptop is returned, the suspension of benefits will be lifted. Additionally, as a laptop borrower, you take full responsibility for the computer and you will be required to reimburse ORS if a computer is lost, damaged, or stolen. The average value of the laptop is \$300.00.

While using ORS computers, borrowers agree not to display or access any sexually explicit images or videos, messages, or cartoons. You agree not to access or display materials that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs. If you violate this policy, you will be banned from the ORS computer loan program.

Student Initials _____

I agree to the above terms and conditions for borrowing an ORS laptop:

Borrower's Signature _____

Date _____

Parent's Signature _____
(if under 18 years old)

Date _____

