

## EDUCATION DEPARTMENT TECHNOLOGY CHECK-OUT AGREEMENT

The device you are going to be using is the property of Cornell College's Education Department. The use of this device must adhere to all the policies associated with appropriate use of technology. You can read these policies here: <http://www.cornellcollege.edu/information-technology/policies/technology-policies/index.shtml>

Additional requirements for check-out:

\_\_\_\_\_ I agree to read and adhere to Cornell College's Technology Policies.

\_\_\_\_\_ The device will remain in my care at all times and will be stored safely and securely when I am not using it (i.e. in a locked room).

\_\_\_\_\_ For iPads: I will not purchase or download any apps until the form provided on the Cornell website is filled out and permission has been granted.

\_\_\_\_\_ The device will only be used for the purposes of teaching and learning in the context of an Education Department course. Any use beyond the scope of this purpose is prohibited.

\_\_\_\_\_ The device is only to be used by the individual(s) to whom it is assigned.

\_\_\_\_\_ The device will be returned by the date indicated below. Extensions require permission of the Academic Program Assistant and a new agreement must be signed.

\_\_\_\_\_ If any part of this agreement is not upheld, the student will not be allowed to check out devices in the future.

\_\_\_\_\_ Loss, theft, and/or damage to the device must be reported immediately to Campus Security, as well as the Education Department.

\_\_\_\_\_ I understand that I am responsible for its replacement if negligence is found to be the cause of loss, theft, or damage to the device.

Course: \_\_\_\_\_ Name of Professor: \_\_\_\_\_

Student Name (Print): \_\_\_\_\_ Student ID: \_\_\_\_\_

Device and ID # (e.g. iPad #12345): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Program Assistant Signature: \_\_\_\_\_ Return Date: \_\_\_\_\_

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This form is to be kept on file in the Education Department. Please sign and provide a copy of this form to the student after the device has been returned for their records.

Program Assistant signature upon return: \_\_\_\_\_ Date: \_\_\_\_\_

Notes/Comments on condition of the device upon return (if applicable):