

Eben Hopson Middle School
Student Laptop
Check-in/out Form for Afterschool Work
2013-2014

Occasionally there is a need for a student to keep their laptop afterschool in order to complete make-up work, an assignment(s), or a project. Please follow this Protocol.

Date(s) Signed Out _____	
Date Returned _____	
Student _____	
1st Period Teacher _____	RM # _____
Teacher Requiring After School Work _____	RM # _____

Terms and Conditions

1. The teacher requiring afterschool work and the student must fill out this form.
2. The student will then present this form along with their laptop to their first period teacher at the end of the school day for the **MS Daily Computer Check-in** – everyday that the student laptop will be needed after school.
3. The first period teacher will then place this form in the **slot** where the laptop would normally go and the student, at this time, may take their laptop to the teacher who is requiring the work.
4. The teacher who is requiring the work will agree to securely store the student laptop and plug it into a power source, in order to assure that it is fully charged for the next day.
5. Equipment cannot be loaned or transferred to a third party.

I have read the above information and agree to the terms and conditions herein contained.	
Student Signature _____	Date Signed _____
_____ Signature of Teacher Requiring After School Work	Date Signed _____