

**Columbus Academy
Reinberger Middle School Library
Equipment Checkout Agreement**

Equipment from the Middle School Library available for checkout by students includes Amazon Kindle ebook readers, iPod Classics, iPads, and Flip video cameras. Students may check out these items for school-related projects and activities only.

Rules have been established to assure equitable equipment use and availability. Parents of Middle School students who check out equipment must acknowledge and agree to the following terms and conditions:

- Equipment must be turned into the Middle School Library by 3:15 p.m. on the agreed-upon due date. Kindles and iPods may be checked out for three weeks. Flip cameras and iPads may be checked out for 48 hours.
- If equipment is not returned on time, borrowing privileges may be suspended.
- Equipment must be stored in a secure location when not in use.
- Equipment must be used in a reasonable and conscientious manner.
Per Columbus Academy's Enrollment Contract, parents of students responsible for breakage or loss of school equipment or furnishings will be assessed the repair or replacement costs as determined by the school.
- Students **may not** add content to Kindles, iPods, or iPads. Any requests to add content should be addressed to the Middle School librarians. Any recordings done on library equipment **must be** removed from the device before it is returned.
- Equipment must be returned with all accompanying accessories, including carry bags, adapters, headphones/earbuds, power cords, chargers, and instruction booklets/material.

Prior to borrowing equipment, this signed agreement must be on file at the Reinberger Middle School Library.

Parents may opt out of allowing students to borrow certain pieces of equipment. Before signing the agreement, please indicate which items you will allow your child to check out of the library by placing a check in the appropriate box(es):

Amazon Kindle ebook reader (Replacement cost: no less than \$150.00)

iPod Classic (Replacement cost: no less than \$250.00)

Flip video camera (Replacement cost: no less than \$199.00)

iPad (Replacement cost: no less than \$499.00)

Name of Student _____ Grade _____

Name of Parent (Please print) _____

Signature of Parent _____ Date _____