



**PLEASE KEEP THIS NOTICE
IN THE LAPTOP BACKPACK!**

User Name: guest Password: guest

NOTHING will be saved once you log out. Save to a thumb drive or student vault.

REMEMBER to save all work to your student vault.

<https://www.killeenisd.org/StudentVault/>

For help uploading to your student vault, go to:

<https://www.killeenisd.org/schoolDocs/c8/documents/StudVaultInstr.pdf>

Make sure to return this equipment on time!

Killeen Independent School District -- Lending Library Agreement – Manor Middle School

Killeen ISD agrees to loan school district equipment subject to the purposes and terms set forth below:

1. The borrower agrees that the laptop with power supply is the property of Killeen ISD and will be used for educational purposes.
2. The borrower agrees that the equipment shall, at all times, remain the property of Killeen ISD and that the borrower will not remove or tamper with any markings and labels which may be affixed to the equipment.
3. The borrower will maintain the equipment in good working condition for the term of the loan, agreeing not to modify or abuse it.
4. The borrower agrees that Killeen ISD may terminate this loan and request immediate return of the equipment at any time.
5. The borrower understands that no portion of the equipment, including all parts, will be removed from the equipment.
6. No additional software will be loaded on the laptop.
7. The borrower agrees to be financially responsible in the event the equipment cannot be returned to the district in the condition in which it was loaned at a specified replacement cost as determined by the district.
8. In the event of theft, a police report must be filed and provided to the district (campus librarian) within 48 hours of the theft. If the theft happens on campus, see the campus administration and/or campus police. Otherwise, police report should be filed with the appropriate law authorities.
9. Laptops are checked out with a bag and a power cord for three days. The items may be renewed for additional periods of three days if there are no holds on the items.
10. Laptops are to be returned/renewed before school and picked up at the end of the day. They are to remain at home and are not to be brought to campus except to return or renew.

11. OVERDUE FINES WILL BE CHARGED FOR ITEMS RETURNED AFTER THE DUE DATE:

LAPTOP FINE: \$5 PER DAY

BAG FINE: \$.50 PER DAY

POWER CORD FINE: \$.50 PER DAY

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