



Laptop Checkout Policies and Procedures

Approved Date: July 26, 2021

Effective Date: July 26, 2021

Amended Date: N/A

A. General Provisions

1. Please take a moment to read over the following policies and make sure you understand the responsibilities in regard to acceptable Chromebook usage.
 - a. Laptops must be carried in a sturdy book bag, or the laptop case provided.
 - b. All use of the laptop must be for employment search and attainment purposes.
 - c. Inappropriate use will result in the laptop checkout being suspended.
 - d. Participant will assume full responsibility for the device during the time the Participant checked out the laptop.
 - i. Any intentional or unintentional damage will be the responsibility of the person who has signed out the laptop.
 - ii. Common damage and costs for repairs include key damage or loss = \$8.00, per key screen damage = \$40.00, keyboard damage = \$25.00, total replacement of laptop = \$800.00, charging cord=\$35, and case=\$20

B. Damage can be avoided by following these simple rules

1. Do not loan or allow the laptop to be used by another person.
2. Do not leave the laptop unattended.
3. Do not eat or drink while using the laptop. The laptop should not be near any food or drink.
4. Do not place the laptop on or in areas where it could be stepped on or sat on, such as leaving it on the floor or in a chair.
5. Do not leave the laptop near the edges of a table or desk.
6. Do not have the laptop open as you are moving from place to place.
7. Do not carry the laptop by holding the screen.
8. Participant assumes full responsibility for reporting device problems, breakage, damage, loss, or theft.
9. Participants are not allowed to deface the laptop in any way with writing, stickers, etc.
10. Participants are not allowed to download or install any programs, files, images, etc. onto the laptop.
11. Participants are not allowed to tamper with the settings on the laptop or remove files pre-loaded/downloaded on the device.
12. Participants are not allowed to override, bypass, or change the Internet filter settings.
13. Participants are not allowed to be on unauthorized websites.

14. Participants are not allowed to trade the laptop with other participants or loan the laptop to other participants or other people.
15. Identifying stickers, serial numbers, or tags should not be removed from the laptop at any time.
16. Failure to utilize laptop properly will result in a loss of use of laptop.

C. Issuing of Laptops

1. Participant will be issued a laptop with a specific serial number.
2. The laptop will be issued to the Participant by a program representative of their local IowaWORKS office, for a specific period, and agreed upon by Participant and the local Career Navigator.
3. If the participant must travel out of town while in charge of the laptop, the Participant will return and check in the laptop prior to travel. Participant will notify and coordinate turning in the laptop prior to travel.
4. Participants should follow the policies and procedures of Mississippi Valley Workforce Area IowaWORKS centers for picking up and returning devices daily or weekly, as predetermined.
5. Failure to return the laptop at the end of the agreed upon time and day may result in a loss of privilege and use of the laptop.

D. Sign Out Process

1. Laptops may be checked out daily in the presence of an authorized representative at the IowaWORKS office. Laptops will be returned on the agreed upon date/time.
2. For in center/classroom use the laptop checkout policies and procedures will be signed by the participant and kept on file.

I have read the laptop policies above and agree to comply with them as stated. I also understand that any violation of these procedures may constitute my loss of Chromebook privileges.

Day Use

And/or

I am checking out the laptop # _____

For time period:

Check out day and time: _____

Planned return day and time: _____

Returned day and time: _____

Participant Int.

 PARTICIPANT NAME (please print) PARTICIPANT SIGNATURE DATE

 STAFF NAME/TITLE (please print) STAFF SIGNATURE DATE