

JMS Device Circulation Policy

This form must be completed and signed by the student and parent prior to use of the equipment. You are financially responsible for all equipment and pieces that you check out. Parents please note that you are assuming responsibility of monitoring your child's online activity outside the school day just as you do with cell phones and home computers.

When you sign for equipment, you acknowledge that it is fully functioning, undamaged, and that all parts are intact. You are required to thoroughly inspect and test each piece of equipment and point out any problems to the library staff at the time of checkout. If you do not inspect equipment at the time of checkout, you are responsible for all missing or damaged parts upon return.

1. Electronics checkout is limited to current JMS students.
2. Electronics are not allowed to be circulated to people unaffiliated with JMS.
3. No equipment will be checked out to patrons owing money for lost, missing or damaged equipment or other library materials.
4. Equipment may be checked out to students in certain school programs.
5. No food or drinks are to be consumed around the devices.
6. Do not leave equipment unattended at any time.
7. Do not pile other books or materials on the devices as this can damage screens.
8. You are expected to return equipment to a library staff member at the Circulation desk in the same condition it was in when you received it. This includes all accompanying materials. Do not return a device to the book return/book drop.
9. In the event of damaged equipment, library staff will determine if damage is the result of normal wear and tear. Do not attempt repairs, adjustments or alterations of any kind.
10. It is your responsibility to bring to the attention of Library staff any loss or possible damage to equipment that happens during the time it is checked out to you.
11. Library will make all purchases of replacement equipment or parts.
12. If the device is lost or damaged beyond repair, you will be responsible for all replacement fees. Replacement cost for the Kindle Fire HD 7 is \$50.00; Kindle Fire Power Adaptor \$20; Kindle Fire USB \$10; i-Pad 2 \$130.00
13. No purchases are allowed to be made using the Kindle on any account. Only authorized purchases made by the JMS library are allowed. SETTINGS ARE NOT TO BE CHANGED ON THE DEVICE.

Statement of Understanding of Equipment Use Policy

I have read, understand and will comply with all of the Equipment Use Policy. I understand that I assume complete financial responsibility devices checked out to me.

Student Signature

Date

Parent Signature

Date

