



Nancy Dutchik
Principal
Phone: (403) 932-4457

Mitford School

110 Quigley Drive
Cochrane, Alberta T4C 1Y1
email: mitford@rockyview.ab.ca



Mary Magee
Assistant Principal
Fax: (403) 932-4868

Computer Loan Agreement for One to One Program

Dear Parent/Guardian and Student,

Mitford School has laptop computers for Grade 7 & 8 students to borrow for the One to One program.

The student may use the computer during the school day, but it is **not to be taken home**. Laptop computers are housed in the Learning Commons and students will sign one out in the morning and return it at the end of the school day. **It is expected that students will arrive and depart classes at the regularly scheduled time. Computers must be signed out between 8:00 and 8:10 AM and should be returned before 2:35 PM.** It is understood that the student will always adhere to the guidelines stated in the Technology Acceptable Use policy.

Students will be issued the same computer each day and it is their responsibility to return the computer to the proper charging station in the Learning Commons and have the Learning Commons staff initial the return. If there is a problem with the computer, it is to be disclosed at the time of return or it will be assumed to be in proper working condition at the end of each day. **For any operational issues or concerns please report to Mrs. Brown.**

Repair costs for damages to the computers, beyond normal wear and tear, will be added to the student's school fee account. If the computer is lost or stolen the replacement cost to be paid is \$1,000.00.

Please read, fill out the form below and return to Mrs. Brown in the Learning Commons.

I have read the above computer loan conditions and understand and accept them in their entirety.

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

Student Name _____

Student Signature _____

Date _____

Office Use Only:

Computer: _____

Homeroom: _____

Date: _____