



PORT MOODY SECONDARY SCHOOL

300 Albert St. Port Moody BC V3H 2M5 (604) 939-6656
School District #43 (Coquitlam)

School-Issued Laptop Sign-Out Form

School-supplied laptops are intended only for students whose families would find it a financial burden to purchase a new or used laptop for their child.

Students are expected to return school laptops and adapters (chargers) in clean, undamaged, working condition in June, or as soon as they are able to purchase a laptop of their own. Parents are responsible for the replacement cost of lost, stolen or damaged equipment.

Date: _____

Student Information:

Student Name: _____

Grade: _____

Parent/Guardian Information:

Parent/Guardian Name: _____

Relationship to Student: _____

Contact Number: _____

Email: _____

Responsibilities:

I, _____ (student's name), understand and agree to the following responsibilities:

- I will use the laptop and charger responsibly and only for educational purposes.
- I will not share my login credentials with others.
- I will not download or install unauthorized software.
- I will report any damage or issues with the laptop immediately to the school administration.

Parent/Guardian Agreement:

I, _____ (parent/guardian's name), permit my child to take the school-issued laptop home and agree to the following:

- I will ensure the laptop is used responsibly and only for educational purposes.
- I understand that I am financially responsible for any damage to or loss of the laptop and charger due to neglect or misuse.

Parent/Guardian Signature: _____ Date: _____

A confirmation email will be sent to the parent/guardian before the laptop is assigned to the student.

Return the signed form to the school office to receive approval for your laptop loan from the school administration.

This form ensures that all parties understand their responsibilities and helps maintain accountability for the use and care of school-issued laptops.

This form must be printed and the original copy signed and returned to the school office