

# Student/Parent Mobile Computing Device Handbook

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Watauga County Schools

**2017-2018**

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**WATAUGA COUNTY SCHOOLS**  
**Student/Parent Mobile Computing Device Handbook**  
**August 2017**

**Overview/Introduction**

Watauga County Schools (WCS) is committed to preparing students to be successful citizens in a global economy. Within the Global Learning Communities, WCS has implemented a Mobile Computing Device program for one-to-one computing. Now in its eighth year, the one-to-one initiative in WCS continues to immerse our students into a technology-rich instructional environment to help ensure that our graduates are prepared for the workplace and life.

Students and parents must have an understanding of the procedures and policies for this program to be successful. Please read and sign the following student and parent guidelines/agreement. The signed Mobile Computing Device and Responsible Use Agreements establish a contract for the rules and responsibilities agreed to by the parties involved in the Mobile Computing Device program (i.e. WCS, the student, and the parents/guardians).

**WCS Learning Goals**

- Promote student learning beyond the classroom.
- Prepare students to be safe, responsible, and innovative digital citizens.
- Engage students in solving real-world problems by collaborating, communicating, creating and critically thinking within a global learning community.
- Enable students to be responsible for their own learning.
- Support faculty in the development of interdisciplinary, project-based learning environments.

## Deployment

Parent(s)/guardian(s) will be informed by letter, email, and/or a phone message, of the location, date, and time of the mandatory one-to-one logistics. The parent and student must sign the Agreement in order for the student to be issued a Mobile Computing Device.

- A. Prior to students being issued a Mobile Computing Device:
  1. Parent/guardian must attend an orientation/meeting (mandatory for freshmen and new students at WHS and 8<sup>th</sup> grade students at K-8 schools)
  2. Parent/guardian and student must sign Student/Parent Mobile Computing Device Agreement and WCS Responsible Use Policy
  3. WCS must receive payment of \$35 (for high school students); or \$25 (for 8<sup>th</sup> grade students) student fee (includes the Mobile Computing Device fee)
- B. WCS will send a report of all model, asset and serial numbers of student Mobile Computing Devices to local pawn shops and law enforcement agencies to assist in the event of loss or theft.
- C. *Note: As Watauga County Schools is providing a Mobile Computing Device for each student in Watauga County Schools, grades 8-12, in order to meet the educational needs of the students, personal Mobile Computing Devices will not be permitted for use on the school network.*

## Mobile Computing Device Loan

### *Terms of Loan*

1. WCS will issue a Mobile Computing Device to each student upon completion of the requirements listed in the **Deployment** section above, (Item A).
2. The Mobile Computing Device is either leased or owned by Watauga County Schools. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the Board Policy - [Technology Responsible Use](#) policy code #3225/4312/7320, [Internet Safety](#) policy code #3226/4205, and other Guidelines as outlined in the Student/Parent Mobile Computing Device Handbook.
3. If a student violates the policies and guidelines outlined in the Student/Parent Mobile Computing Device Handbook and/or the [Technology Responsible Use](#) policy, including intentional damage, he/she may be subject to loss of privilege, disciplinary action and/or legal action.
4. A student's possession of the Mobile Computing Device terminates no later than the last day of the school year unless there is a reason for earlier termination by the District (including but not limited to, drop-out, expulsion, or transfer).
5. The Mobile Computing Devices will be covered by an Accidental Damage Policy as explained under the section titled "**Damage.**"
6. If a Mobile Computing Device is damaged, every effort will be made to repair the device in a timely manner. Loaner devices may be provided in exceptional circumstances.

## ***Loss or Theft***

***Theft*** is determined by a police report documenting forced entry to a secured place containing the Mobile Computing Device or forcibly taking the Mobile Computing Device in any way from a student. Missing devices should be reported to the School Resource Officer, who will determine if the Mobile Computing Device was stolen. The burden is on the student to truthfully report the computer theft and articulate the details for the police report.

1. Insurance is included, as part of the student fee, to reduce the cost/liability in the event of theft.
2. In the event of theft, a replacement fee of up to \$250 will be assessed to the student/parent. The amount of the fee will be determined using the Lost or Stolen Device Procedure flowchart (included on page 6). We encourage parents to claim this theft on their home or vehicle insurance, if applicable. If a personal insurance policy will reimburse the value of a stolen device, the family must notify the school so they can be billed for the reimbursement amount.
3. WCS will coordinate with the SRO (or local law enforcement) to alert pawn shops and area law enforcement agencies of lost or stolen Mobile Computing Devices.

***Loss*** is defined as a Mobile Computing Device reported missing by a student while it was left unattended or in an unsecured/unsupervised location. The burden is on the student to truthfully report the computer loss and articulate the details for the administrative report.

1. Lost Mobile Computing Devices must be reported to a school administrator and the WCS Student Help Desk no later than 48 hours after the device is noticed to be missing.
2. The student or parent/guardian will be responsible for the total cost of the Mobile Computing Device in the event the lost Mobile Computing Device is not found. Loss is not covered by insurance. The purchase price and insured value, of the Mobile Computing Device is \$250, which is the maximum cost a parent/guardian would be responsible for.

## ***Damage***

1. WCS will provide *Accidental Damage Protection* for student Mobile Computing Devices.
2. The *Accidental Damage Policy* will provide coverage to repair, rebuild or replace the damaged Mobile Computing Device with another of like kind and quality, whichever is less.
3. If there are multiple instances of damage, occurring at different times during the school year, there will be a tiered deductible due for each insurance claim. When additional claims are made by the same student for damages, the following tiered costs will be assessed:
  - a. 1<sup>st</sup> instance = \$0
  - b. 2<sup>nd</sup> instance = \$50
  - c. 3<sup>rd</sup> instance = \$75
  - d. 4<sup>th</sup> instance = \$100 and disciplinary action should be taken
4. **The student and/or the student's parent/guardian shall be responsible for compensating the school district for any losses, costs or damages that are not covered by the *Accidental Damage Policy*. The student and/or parent/guardian is liable for replacement(s) costs resulting from intentional damage and/or neglect as outlined in this document.**

5. If unapproved changes or software installs are made to the Mobile Computing Device, the Mobile Computing Device will be re-imaged/reset to its original configuration and the student may be subject to disciplinary action.

***Repossession***

WCS reserves the right to repossess the Mobile Computing Device at any time if the student does not fully comply with all terms of this agreement. Computers left unattended will be turned in to the WCS Help Desk or appropriate building personnel.

***Appropriation***

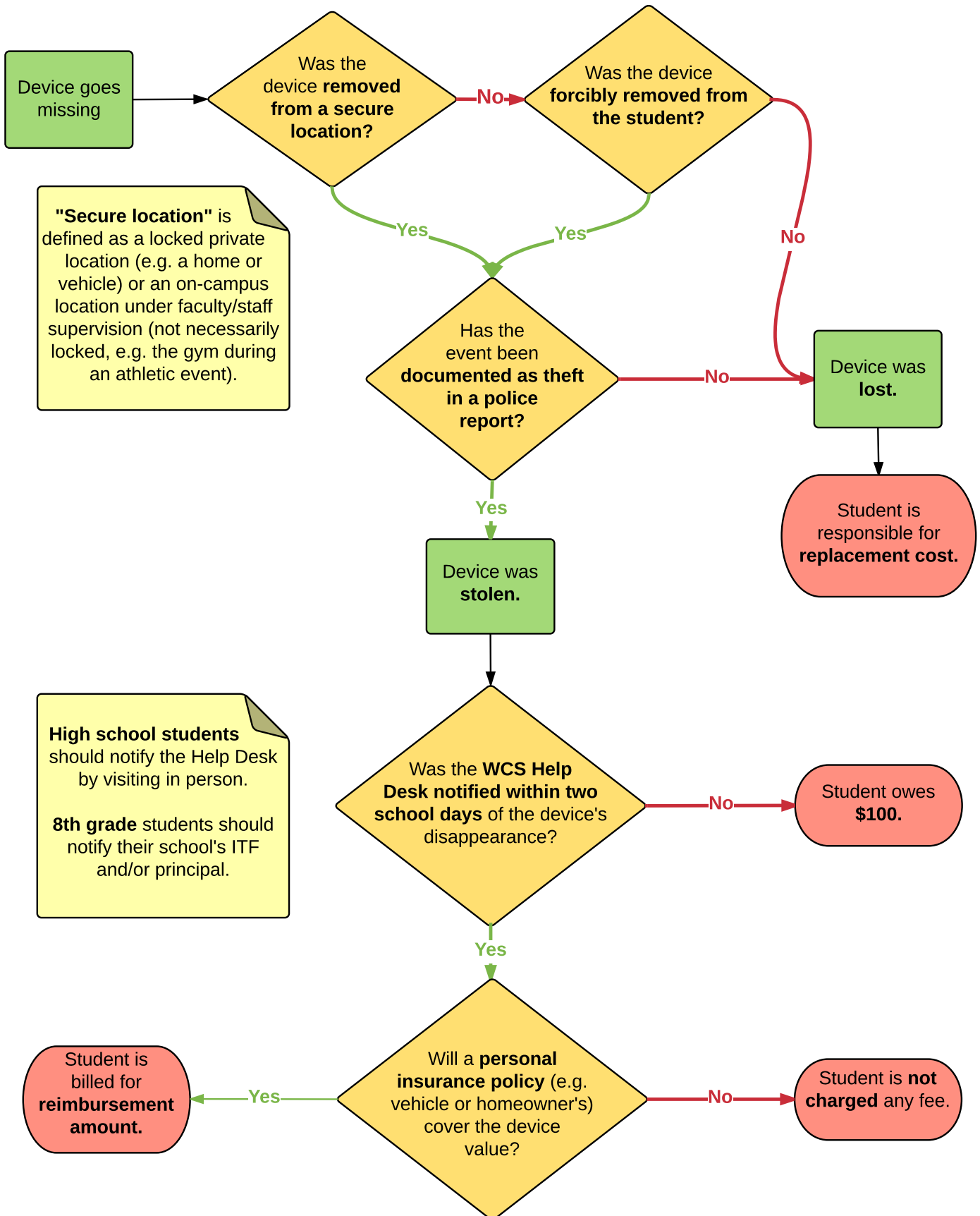
Failure to return the property at the designated times and/or the continued use of it for non-related school purposes may be considered unlawful appropriation of Watauga County School's property subject to legal action.

***Modification to the One to One Program***

Watauga County Schools reserves the right to revoke or modify the program or its terms at any time.



# Lost or Stolen Device Procedure: Fee Assessment



This flowchart represents the procedure outlined on page five of the Watauga County Schools *Student/Parent Mobile Computing Device Handbook*, which is available on the district website.

## **Expectation of Privacy for Student Mobile Computing Devices**

1. The Mobile Computing Devices are considered property of Watauga County Schools and are not subject to the same privacy expectations as private property. However, there is a limited expectation of privacy afforded to the student Mobile Computing Devices when taken off a WCS campus.
2. While connected to the WCS network (on our school campuses), WCS has the right to monitor the Mobile Computing Devices in the following ways:
  - a. Teachers and administrators may remotely view and control student Mobile Computing Devices while in class. This is required for effective classroom management.
  - b. Teachers and administrators may search the device for inappropriate material if they have reasonable suspicion of its existence.
  - c. Technology staff will have the ability to remotely control student Mobile Computing Devices to troubleshoot technical issues.
  - d. Technology staff will have the ability to monitor all network traffic to troubleshoot network issues.
  - e. All Internet traffic will pass through the content filter. This filter will log all attempts to access inappropriate material. Repeated attempts will result in disciplinary action.
  - f. Restrictions on the Mobile Computing Device will block the student from certain functions such as accessing administrative software or installing certain programs/apps or extensions. Any attempt to circumvent these restrictions, on or off campus, will be seen as a violation of this contract and appropriate disciplinary action will be taken.
3. While not connected to the WCS network, the following will apply:
  - a. All Internet traffic will pass through a local copy of the WCS content filter. This filter will log all attempts to access inappropriate material. Repeated attempts may result in disciplinary action.
  - b. The district will not have the right or ability to remotely access the Mobile Computing Device's web camera.
  - c. Restrictions on the Mobile Computing Device will block the student from certain functions such as accessing administrative software or installing certain programs/apps or extensions. Any attempt to circumvent these restrictions, on or off campus, will be seen as a violation of this contract and appropriate disciplinary action may be taken.



## **General Use of the Mobile Computing Device**

1. Each student is required to bring his/her Mobile Computing Device to school each day, transported in the school-issued protective case/sleeve, with a fully charged battery. Students will not be given the use of a loaner Mobile Computing Device if he/she leaves his/her Device at home or fails to charge the Device. Students leaving Mobile Computing Devices at home will be required to complete assignments using alternate means (as determined by the teacher).
2. A small area for downloading/accessing files is provided on the Mobile Computing Device. If a Mobile Computing Device is experiencing a technical issue, it is likely to be reimaged/reset, which will destroy all local data that is not backed up.
3. Students should be mindful not to cause a tripping hazard when it is necessary to plug in their Mobile Computing Devices.
4. Mobile Computing Devices are not allowed on overnight trips or field trips without the express written approval of the lead chaperone and/or teacher and the parent/guardian.
5. The use of the Internet at school is a privilege, not a right, and inappropriate use may result in suspension/termination of user privileges.
6. Student Mobile Computing Devices will be subject to routine monitoring by teachers, administrators, and technology staff as described in the “*Expectation of Privacy...*” section. While off campus, parental monitoring is highly recommended.
7. Periodic Mobile Computing Device checks will be conducted during the school year, inspecting for physical damage and/or loss. Students/parents may be billed for repairs throughout the school year in accordance with the procedures described in the “*Mobile Computing Device Loan*” section, subsection “*Damage.*”

### ***Login Procedures***

1. Students will log in to the WCS network by using their assigned username and password whether using the device on a WCS campus or at home.
2. Do not share passwords. Students are responsible for anything done using their login information, regardless of the actual user of the Device.

## ***Email***

1. WCS will provide email accounts to students through Google Apps.
2. Students will abide by all email guidelines as outlined in the WCS Board Policy – [Technology Responsible Use #3225/4312/7320](#).

## ***Online user accounts***

Students may be asked to create age-appropriate online user accounts, (e.g. Skype, Voki) for educational purposes only. Teachers will be responsible for supervising the use of these accounts during instructional time. Parents/guardians will be notified of the use of such accounts either within the course syllabus at the beginning of each semester or through other means deemed appropriate and timely by the teacher and/or administrator.

## ***Usage Guidelines to avoid Repetitive Stress Injuries (Ergonomics)***

*Ergonomics* is defined as the science of making things fit people instead of asking people to fit things. Ergonomics uses knowledge from anatomy, mechanics, physiology and psychology to utilize human energy most effectively. Please read the following guidelines to promote safe, comfortable and efficient use of the student Mobile Computing Device.

1. The school-issued protective case/sleeve is designed to carry the MCD either separately or in a student's backpack.
2. Use a pillow, folded blanket or towel to raise the seat high enough so that your elbows are bent at about 90 degrees and hands and wrists are in a neutral posture. If the chair is not high enough or the work surface is not low enough, place the Mobile Computing Device on your lap, but make sure your knees are level with your hips.
3. Reduce pressure on your neck by tucking in your chin to view the monitor rather than bending your neck down. If possible, lower your eyes instead of bending your head forward to see the screen.
4. Make sure the screen is adjusted to minimize glare.
5. Take frequent mini breaks and change your work posture often. For example, place the Mobile Computing Device in your lap to achieve better wrist position for approximately 30 minutes. Then, switch and place the Mobile Computing Device on a table to achieve better neck position.
6. The arm support and padding of work surfaces is also important when working at a table or desk with hard leading edges. Use a pillow or folded towel as a wrist rest or arm support while typing.
7. If seated in a chair that does not provide adequate lumbar support, use a rolled up towel or small pillow as a lumbar support device.

## **General Care of the Mobile Computing Device**

1. Students are responsible for the Mobile Computing Device they have been issued. Mobile Computing Devices in need of repair must be reported to the WCS Help Desk. Failure to report damage by the next school day may result in disciplinary action.
2. Guidelines to follow:
  - a. Always close the lid before moving and/or transporting your Mobile Computing Device, taking care not to close the lid on objects inside it.
  - b. For prolonged periods of inactivity, you should shut down the Device completely before closing the lid in order to conserve the battery.
  - c. Please be aware that overloading a student's backpack will cause damage. Please store the Mobile Computing Device in a separate section of the backpack, using the school-issued protective case/sleeve to store the device inside a student backpack. Textbooks, notebooks, binders, etc. should not be in the same section of the backpack as the Mobile Computing Device itself. Never sit or place any object on the backpack.
  - d. When using the Mobile Computing Device, keep it on a flat, solid surface so that air can circulate. For example, using a Mobile Computing Device while it is directly on a bed or carpet can cause damage due to overheating.
  - e. Liquids, food and other debris can damage the Mobile Computing Device. You should avoid eating or drinking while using the Mobile Computing Device. DO NOT keep food or food wrappers in the Mobile Computing Device bag.
  - f. Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Mobile Computing Device by the screen.
  - g. Dimming the LCD brightness of your screen will extend the battery run time. For help, consult your teacher, technician or technology specialist.
  - h. Never attempt repair or reconfiguration of the Mobile Computing Device. Under no circumstances are you to attempt to open or tamper with the internal components of the Mobile Computing Device. Nor should you remove any screws; doing so will render the warranty void and may result in disciplinary action.
  - i. Take care when inserting cords, cables and other removable storage devices to avoid damage to the Mobile Computing Device ports.
  - j. Do not expose your Mobile Computing Device to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Mobile Computing Device.
  - k. Keep your Mobile Computing Device away from magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, and old style television sets.

### ***Cleaning Your Mobile Computing Device***

Routine maintenance on Mobile Computing Devices will be done by the school technology support personnel. However, students are encouraged to perform simple cleaning procedures as outlined below:

1. Always disconnect the Mobile Computing Device from the power outlet before cleaning.
2. Never use liquids on the Mobile Computing Device screen or keyboard.
3. Clean the screen with soft, lightly dampened, lint free cloth or use anti-static screen cleaners or wipes.
4. Wash hands frequently when using the Mobile Computing Device to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen
5. Clean the touch pad with lightly dampened cloth.

### ***General Security***

1. Never leave your Mobile Computing Device unattended or unsecured. Mobile Computing Devices should be secured in a designated storage facility or a secured locker. Unsupervised Mobile Computing Devices will be confiscated by staff, and disciplinary actions may be taken.
2. Each Mobile Computing Device has several identifying labels (i.e., WCS asset number and serial number). Under no circumstances are you to modify or destroy these labels.

## **Internet Access/Filtering**

1. As required by the Children's Internet Protection Act, a current content filtering solution is maintained by the district for school use on this Mobile Computing Device. This is a "good faith" effort to block all inappropriate content, but the district cannot guarantee that access to all inappropriate sites will be blocked because no content filter is 100% effective. It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the network and the Internet. WCS will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk.
2. A local copy of the district content Internet filter will continue to filter content outside the WCS network (e.g. when the student is connected to a home wireless network). It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the Internet. WCS will not be responsible for any problems suffered while on the Internet. Use of any information obtained through the Internet is at the user's own risk.
3. Attempting to disable or circumvent Watauga County Schools' Internet content filter and firewall, including using or attempting to use proxies to access sites that would otherwise be restricted, is not permitted and may result in disciplinary action.

## **Copyright**

Compliance with federal copyright law is expected of all. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and Web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright. Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Utilizing sites selling written papers, book reports, and other student work or any act of plagiarism is not permitted.

# Empowered Use Guidelines<sup>1</sup>

*By providing technology to students, Watauga County Schools empowers them to create, collaborate, communicate, and think critically as citizens in a rapidly changing global society. To this end, we encourage students to engage in the following behaviors when using their technology:*

## **1. Be responsible with your WCS-issued device and the WCS network.**

- a. Use only your own WCS-issued device on the WCS network.
- b. Take your device to your school's ITF and/or the WHS Help Desk if it is in need of repairs.
- c. Use your device in the same condition it was issued to you. Leave the case and internal parts intact, carry the device in its protective case/sleeve, and please don't decorate the device itself with stickers or other markings.
- d. Use the district network as it is configured (e.g. access authorized resources, log in using your own credentials, work within the content filter and/or firewall).
- e. Avoid activities that could cause network congestion (e.g. streaming high-quality audio or video).
- f. In general, use your WCS-issued device and the WCS network for legal, school-appropriate activity.

## **2. Be respectful of yourself and others by demonstrating strong digital citizenship.**

- a. Properly cite all digital resources, and honor copyright and Creative Commons licensing.
- b. Engage in positive conversations online; seek to listen, understand, and build a strong digital school community.
- c. Use only the username(s) and password(s) issued specifically to you by WCS.
- d. If you ever encounter digital content that concerns you or makes you uncomfortable, speak to a teacher or another adult in your school for help.

## **3. Be empowered to use technology for great things.**

- a. Communicate clearly and respectfully to share your thoughts, expand your knowledge, and generate new ideas.
- b. Think critically about all information you encounter online, and seek out corroborating evidence and contrasting viewpoints to build fully-informed viewpoints.
- c. Collaborate with fellow learners – whether in Watauga County or around the globe – to teach, learn, and create together.
- d. Create new, unique, awe-inspiring work – writing, video, music, visual art, or whatever else you can imagine – to show the world what you know and are capable of.

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<sup>1</sup> Inspired by and adapted from McLeod, S. (2014, March 21). Instead of an AUP, how about an EUP (Empowered Use Policy)? Retrieved May 09, 2017, from <http://dangerouslyirrelevant.org/2014/03/instead-of-an-aup-how-about-an-eup-empowered-use-policy.html>

## **Parent Expectations**

1. This is an exciting learning opportunity for your student(s). Participate with them as they learn to use this instructional tool to enhance their educational experience.
2. While the school system does provide Internet content filtering for the security of your student, there is no substitute for parental supervision when using the Mobile Computing Device. Parents are ultimately responsible for monitoring student use of the Mobile Computing Device and Internet at home.
3. Parents should ensure that their child is familiar with and adheres to the Internet policies and guidelines set forth in this handbook.
4. Parents should ensure that repairs, loss, theft and/or damages are reported to the WHS Help Desk no later than the next school day.
5. Parents should review the Watauga County Technology Responsible Use policy and the Mobile Computing Device Handbook with their child.
6. Use of the Mobile Computing Device by other family members is not allowed. Parents/legal guardians may use the Mobile Computing Devices to assist their child who is assigned the Mobile Computing Device with homework and school assignments or to learn what their student is doing with this instructional tool. The Mobile Computing Devices may not be used by other family members for personal or business use.
7. Parents are responsible for ensuring the return of the Mobile Computing Device and all accessories at the end of the current school year or before the student withdraws from school.

**NOTE: Students who are 18 years or older or who are legally deemed an emancipated minor are considered adult students and assume a legal, ethical and financial obligations related to using the Mobile Computing Device.**

# Watauga County Schools One-to-One Mobile Computing Device Initiative

## Student/Parent Mobile Computing Device Agreement

PLEASE PRINT ALL INFORMATION

**Student Name:**

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Last Name	First Name	Middle Name	Grade
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**Parent/Guardian Name:**

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Last Name	First Name	Student ID #
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**Address:**

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Street	City	ZIP
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**Telephone(s):**

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Home Phone	Work Phone	Other
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### ***Student Mobile Computing Device Agreement***

I have read (or it has been read to me), understand, and will abide by the Watauga County Schools' guidelines regarding district technology resource use (policy #3225/4312/7320 Technology Responsible Use). Should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

- I understand the Mobile Computing Device is property of Watauga County Schools and is assigned to me.
- I will use the Mobile Computing Device appropriately for school purposes.
- I will care for the Mobile Computing Device assigned to me and not leave it unsupervised in unsecured locations.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I will report a lost or stolen device as outlined in the handbook.
- I will not loan the Mobile Computing Device to another individual.
- I will charge the Mobile Computing Device battery before each school day.
- I will not disassemble any part of the Mobile Computing Device or attempt any repairs.
- I will carry the Mobile Computing Device in the school-issued protective sleeve/case.
- I will not place stickers, drawings, markers, etc. on the Mobile Computing Device.
- I will not deface the serial number/asset number stickers on the Mobile Computing Device.
- I agree to return the Mobile Computing Device, power cord, and other accessories assigned to me in working condition.
- I will follow the policies, procedures and guidelines outlined in the Student/Parent Mobile Computing Device Handbook and the Responsible Use Policy at all times.
- I understand that I may be criminally charged if my Mobile Computing Device is not returned at the designated time.

Student's Name (please print): \_\_\_\_\_ Student ID # \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Parent or Guardian Agreement

As the parent or guardian of this student, I have read the above-referenced guidelines regarding district technology resource use. I understand the Mobile Computing Device is property of Watauga County Schools and is assigned to my student for learning purposes only.

I understand that network/Internet access is intended for educational purposes. Watauga County Schools, in accordance with federal law and WCS Board Policy #3226/4205, provides technology protection measures (i.e. network filtering) to restrict my child's access to questionable materials. I hereby give permission for my child to use network resources provided by the Watauga County Schools. I accept responsibility for my child's Internet use when the Mobile Computing Device is in use at home.

I understand that parents/guardians/adult students will file a police report in case of theft/vandalism and will be responsible for insurance deductible in the event of accidental damage.

Student's Name (please print): \_\_\_\_\_

Parent or Guardian's Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Signed Technology Responsible Use (WCS policy code #3225/4312/7320) must accompany this agreement in order for your child to access network resources.**

**Property Asset/Serial No.**

WCS Asset # \_\_\_\_\_

Serial # \_\_\_\_\_

Student Initials \_\_\_\_\_ Date \_\_\_\_\_

Equipment Returned: Student Initials \_\_\_\_\_ Date \_\_\_\_\_

**For Watauga High School Use Only:**

Property Asset/Serial No. (Grade 10)	Property Asset/Serial No. (Grade 11)	Property Asset/Serial No. (Grade 12)
WCS Asset # _____	WCS Asset # _____	WCS Asset # _____
Serial # _____	Serial # _____	Serial # _____
Student Initials _____ Date _____	Student Initials _____ Date _____	Student Initials _____ Date _____
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<b>Equipment Returned:</b>	<b>Equipment Returned:</b>	<b>Equipment Returned:</b>
Student Initials _____ Date _____	Student Initials _____ Date _____	Student Initials _____ Date _____