

Device Checkout Form

School Year 2026-2027

The Crookston Public Schools Technology Department provides Device Check-Out as a service to Crookston Public School Staff, Faculty, and enrolled students.

POLICY:

1. Devices are to be checked out by parent.
2. Read and follow the Student Learning Device Expectations.
3. Read and follow the Student & Parent / Guardian Device Use Pledge
4. The Parent & User listed on this application is responsible for any damage, whether intentional or accidental. The user will be charged accordingly based on the Instance Classification.
5. All devices are subject to the terms of the Crookston Public Schools Acceptable Use Policies whether on or off campus. A copy is available online in the CHS Student Handbook.
6. Parental consent to use Google Apps for Education and other collaborative Internet tools.

BILLING:

If the user named in this agreement does not return the device, the user will be assessed a replacement fee equal to the cost of replacement. The user is responsible for the cost of repairs of damages.

Statement of Agreement:

I (the User) have read, understand, accepted and will comply with the policies listed above.

Parent Signature: _____ Date: _____

Print Name: _____

Parent Email: _____

USER INFORMATION

Student Name (Printed) _____

Skyward Other ID# _____ Grade: _____

HOME ADDRESS _____

PHONE # _____

Please - Turn over to finish

Device # _____

Tech Department Use

Crookston Middle School and High School

Chromebook Fees

Initial	Stolen Device – you must turn in a copy of the police report or considered lost	
	Lost Device – reimburse full purchase price, based on year 2026	\$375
	Charging Adapter – Replacement of lost / missing, or damaged	\$25
	If stolen with device it must be included with police report.	

Initial	Student leaving district must return device within 5 days. Leaving district consists of moving away from the area, open enrolling to another district or being dropped due to non-attendance. Device not returned will be considered stolen and turned over to the School Resource Officer for police action.
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	Over and Above Classification
Initial	Failure / Damage from bugs and/or biohazards. This failure/includes damage caused by the contact with any human or animal bodily fluids and biohazardous material/liquids and failure/damage caused by insect infestation or rodents. Deliberate damage / vandalism to device
	Reimburse full purchase price, based on year purchased 2026
	\$375

Initial	Major Instance Classification
	Physical damage to Chromebooks – including but not limited to: Keyboard Damage, Device Case and Internal Damage
	1 st Incident Damage Fee \$40
	2 nd Incident \$50 possible office consequence
	3 rd Incident \$60 probably office

Initial	Mid-Range Instance Classification
	Physical damage to Chromebook – including but not limited to: LCD damage, Protective Case Damage/Missing
	1 st Incident Damage Fee \$20
	2 nd Incident \$25 possible office consequence
	3 rd Incident \$30 probably office

Initial	Minor Instance Classification
	Leaving Device Unattended, Improper Use of Device, Not Charging Device for school use, Physical Abuse of Device

All Incidents are cumulative and counting together in all categories.

Any school district employee may take the device and turn into the office with a report sheet.
Any alteration to this form or failure to agree will result in non-device checkout.