



## EMPOWERING LEARNERS FOR 20 YEARS

JCS-Cedar Cove JCS LIVE JCS-Manzanita JCS-Mountain Oaks JCS-Pine Hills JCS-Pine Valley

### Laptop Software and Electronic Media Loaner Program Guidelines

#### Summary of Program:

- After receiving approval, registered students in good standing at JCS may check out, if equipment is available, a “Loaner Laptop” from the Resource Center according to school policies and guidelines.
- Laptops may be checked out for the duration of the class or a semester whichever comes first.
- Laptops are available on a priority basis according to established criteria for the Laptop Loaner Program.
- Laptops include Microsoft Office, Anti-Virus, and Internet software. If specialized courseware or application programs are needed, they should be indicated on the request form.

#### Prior to requesting/checking out a laptop computer, you must:

- Read the Laptop Loaner Program Guidelines and sign the Laptop Loaner Program Request.
- Demonstrate that you are a currently enrolled student in good standing with the school.

#### Additional Items & Guidelines:

- All files should be stored on student owned removable media (flash drive, external hard drive, etc.). Any files created and saved on the laptop will be erased upon return of the checked out computer.
- JCS assumes no responsibility for files stored on the hard drive or on the laptop’s peripheral components.
- Personal software may not be loaded onto the laptop computer at any time including unauthorized software, music or files from the Internet.
- JCS is not responsible for any computer viruses that may be transferred to or from a user’s disk.
- JCS is not financially responsible for any costs relating to Internet access when not connected to a JCS wireless access point.
- All JCS regulations and policies governing the use of the computer as well as all applicable state and federal laws including copyright and intellectual property law pertaining to software and information must be followed. JCS policies and state law preclude the viewing of pornographic or sexually explicit material on school-owned computers.
- JCS identification labels must remain attached to or displayed on the computer and identification changes within the computer, such as the computer name, shall not be modified.
- Laptop Loaner Program users are responsible for maintenance repairs resulting from negligence or misuse of equipment with costs not to exceed \$1,500, the full replacement value of the laptop. In the event of a software or equipment malfunction, the laptop should be promptly returned to JCS for evaluation and/or repair.
- The laptop is the property of JCS and governed by instructional materials policies. If a student withdraws from the school prior to the end of the loan period, the laptop computer is to be returned to school officials prior to withdrawal.
- Violation of the above policies will constitute grounds for refusal of future service.



**JCS Family**

JCS-Cedar Cove JCS LIVE JCS-Manzanita JCS-Mountain Oaks JCS-Pine Hills JCS-Pine Valley

**Central Office**  
PO Box 2470 Julian, CA 92036  
760-765-5500  
www.jcs-inc.org

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### Laptop Software and Electronic Media Loaner Program Request

I have read, understand, and agree to abide by all JCS policies and regulations for the use of software and equipment including the Internet Acceptable Use Policy filled out with my registration/enrollment paperwork and the attached Laptop Loaner Program Guidelines if I am accepted into the Laptop Loaner Program.

Please explain why a laptop computer is required, at this time, for your coursework at JCS. Please note if specialized application and/or courseware software is needed.

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

Student ID #: \_\_\_\_\_

Parent Address: \_\_\_\_\_

\_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

Loan Check-Out Period: \_\_\_\_\_

Semester

First

Second

Other: \_\_\_\_\_

(circle one)

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

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

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

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