



Device Loaner Procedure for Short-Term Loaners

The Haverford School is not responsible for the repair of student-owned devices. However, the School will possess a small number of devices as loaners for students to use should their device need repair. Loaner devices, if available, will be issued to students immediately upon notifying the Technology Services department that their device is being repaired. Students will be permitted to keep the device only for the period of time that their own device is being serviced.

Students are expected to bring their device to school each day. In the event a student should forget to bring his device, he may borrow one (if available) to use for the day and must return it before going home for the evening.

Students are responsible for returning the loaner device in the same condition they received it.

Loaner Device ID: _____ **Wall Charger:** _____ yes _____ No

Device Issued to: _____ **Form** _____ **Advisor** _____
(print student name)

Reason for Loan: _____ *Repair _____ *Loss _____ *Theft _____ **Forgot Device

*Three week grace period for repair/loss/theft

**One-day loan for forgotten devices

For loans longer than three (3) weeks, please see Technology Services

Checkout Date: _____ **Due Date:** _____

Notes: _____

Student Signature: _____

Date Returned: _____

Student Signature: _____

Received by: _____

(IT representative)