



Hamilton-Wentworth  
Catholic District  
School Board

Monday, January 3, 2022

## **TEMPORARY LOAN OF COMPUTER-BASED EQUIPMENT**

### **Parent/Guardian Letter Re: Board Ownership COMPUTER-BASED Equipment**

Dear Parent/Guardian:

The purpose of this letter is to notify the parent(s)/guardian(s) computer-based equipment has been purchased by the Hamilton- Wentworth Catholic District School Board to support your child's learning needs. This equipment is owned by the HWCDSB and is monitored by a mobile device management system which can be used to track location and usage.

The board supports the loan of portable board-owned equipment to students for educational purposes. Such loans are to be monitored by school administrators in accordance with board policy. The policy states that individuals borrowing equipment provided by the board will be held responsible for any loss or damage that may occur. In the event of any loss, theft or damage to the equipment, it is the responsibility of the parent/guardian to cover the cost of repairs or replacement.

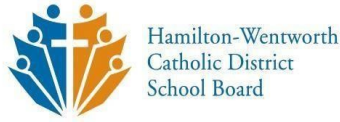
Furthermore, only approved software may be loaded onto a device and use of equipment must be consistent with school and Board policy (S.15 Internet and Technology – Acceptable Use for Students).

Please sign and return the attached form to indicate that by borrowing the equipment, you are assuming full responsibility and liability for its safe use and return.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Zimmard", is written over a horizontal line.

Principal/Administrator



**ASSUMPTION OF RESPONSIBILITY FOR BORROWED EQUIPMENT  
PARENT/GUARDIAN RELEASE FORM**

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1. School board property and/or equipment can be loaned only if it is being used for educational purposes.
  2. School board property and/or equipment can be loaned only with the permission of the school principal.
  3. School board property and/or equipment is loaned with the understanding that it will be returned when the student returns to school.
  4. The parent/guardian is responsible for the loss or damage to the school board property and/or equipment while in their possession.
  5. The parent/guardian agrees to indemnify and hold harmless the Hamilton Wentworth Catholic District School Board for any claims, loss or damage arising out of use of the equipment listed below.
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Please complete the [attached form](#) as your electronic signature.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Townsend-Leendertse".

Mrs. J. Townsend-Leendertse  
Principal  
Immaculate Conception CES