

# The School District of Osceola County, Florida

**Dr. Debra Pace, Superintendent**

817 Bill Beck Blvd. • Kissimmee • Florida 34744

Phone: 407-870-1445 • Fax: 407-870-1441 • [www.ovss@osceola.k12.fl.us](http://www.ovss@osceola.k12.fl.us)



## Administration

**Dr. Enid Rentas**  
Principal

**Dr. Jeriel Ortiz**  
Learning Resource Specialist

**Lyubov Vaysben**  
Counselor

Janet Cook  
Literacy Coach

## SCHOOL BOARD MEMBERS

**Jay Wheeler**  
District No. 1 – Kissimmee  
Phone: 407-973-4141

**Kelvin Soto**  
**Vice-Chair**  
District No. 2 – Kissimmee  
Phone: 407-361-2462

**Tim Weisheyer**  
**Chair**  
District No. 3 – Kissimmee  
Phone: 407-361-0235

**Clarence Thacker**  
**Chair**  
District No. 4 – Kissimmee  
Phone: 407-361-7906

**Ricky Booth**  
**Vice-Chair**  
District No. 5 – St. Cloud  
Phone: 407-818-9464

## PROPERTY & EQUIPMENT BORROWER RESPONSIBILITY FORM VALID FOR A PERIOD OF ONE YEAR

FACILITY# \_\_\_\_\_

PARENT NAME (print)	STUDENT NAME (print)
ADDRESS (INCLUDE CITY/STATE/ZIP)	PHONE #

### ITEM(S) CHECKED OUT

DESCRIPTION OF ITEM	PROPERTY RECORD	SERIAL #

DESCRIPTION OF ITEM	PROPERTY RECORD	SERIAL #

DESCRIPTION OF ITEM	PROPERTY RECORD	SERIAL #

I acknowledge that the item(s) listed above are working and operable and that **I am financially responsible for the item(s) in case of loss, theft, or damage while the item(s) are checked out to me.** I also agree to return said materials immediately if they become needed by the School District of Osceola County. Date to be returned will be: \_\_\_\_\_.

\_\_\_\_\_  
BORROWER'S SIGNATURE / DATE

\_\_\_\_\_  
AUTHORIZED BY / DATE



**Student Achievement – Our Number One Priority**

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## Osceola Virtual School

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## STUDENT COMPUTER LOAN HOUSEHOLD VERIFICATION INFORMATION

Please, provide information or documents that show the amount of money your household gets from each source of income. Examples of acceptable information or documents are listed below. You may also provide a letter(s) from your income source(s) stating the amount of income you receive.

If you receive Food Stamps, FDPIR or TANF assistance, you need only to provide information, which shows your household's participation in the program. No other income information is required. This information could be the Food Stamp, FDPIR or TANF Case Number, or a letter from Social Services Office stating that you currently receive any of the assistances mentioned above.

### Households that do not receive Food Stamps, FDPIR, or TANF

If you do not receive Food Stamps, FDPIR or TANF for your child, write the name and social security number of each adult household member (21 years of age or older) below and send copies of information or documents that show the amount of money your household gets from each source of income. The papers that you submit must show:

1. The amount of the income received.
2. The name of the person who received it.
3. The date the income was received.
4. How often the income is received.

To show the amount of money your household received last year send W2 forms for Earnings/Wages/Salary for each job. Please, bring copies of the following: Social Security/Pension/Retirement, Unemployment compensation/disability or worker's compensation. All other income: If you have other forms of income (such as rental income, send information or papers that show the amount of income received, how often it is received, and the date that is received.

NAMES OF ADULT HOUSEHOLD MEMBERS:

SOCIAL SECURITY NUMBERS:

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**Virtual Instruction Program (VIP) students can qualify for computers if they meet federal guidelines. Attached please find application to include with registration documents.**

**NO INCOME:** If you have no income, send a brief note explaining how you provide food, clothing, and housing for your household, and at what time you expect to receive an income. If you have any questions, please contact our staff at (407) 870-1445.



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## THE SCHOOL BOARD RULES OF OSCEOLA COUNTY, FLORIDA USE OF SCHOOL EQUIPMENT

It should be understood by each parent that all school equipment if purchased with tax dollars is intended for use in the educational process of the students attending The School District of Osceola County, Florida. These materials may be checked out by parents of students attending The School District of Osceola County, Florida after execution of Form #FC-220-0894. By signing this form and by using the Osceola Virtual School you agree to:

1. Accept complete "financial responsibility." The term "financial responsibility" means that you shall use the equipment in a careful and proper manner.
2. Comply with all laws, School Board and Superintendent Policies, rules and regulations relating to the possession, proper use, and maintenance of the equipment, and all requirements of this document.
3. Assume and shall bear the entire risk of loss and damage to the equipment from any and every cause, unless you can demonstrate that any such loss or damage was not cause, in whole or in part, by your careless or negligent act or omission.
4. In the event of loss or damage of any kind to any item of equipment, you shall pay the cost to replace the same in good repair, condition, and working order.
5. Pay the School District the book value of the equipment, if the School District determines the equipment to be lost, stolen, destroyed, or damaged beyond repair.
6. Use the equipment for educational purposes ONLY.
7. Return the equipment immediately upon request.

Personal use of school equipment is a practice prohibited and parents should refrain from submitting such requests to the Principal.

A negligent act shall include, but not limited to the following:

- Equipment left in unlocked car and/or plain view in a locked car.
- Equipment left unattended and/or unsecured in public place.
- Equipment left unattended in an unlocked personal residence.

\_\_\_\_\_  
Approved by / Date

\_\_\_\_\_  
Checked Out by / Date

\_\_\_\_\_  
Returned by / Date

\_\_\_\_\_  
Received by / Date

Date Returned \_\_\_\_\_ If not returned: Due to Negligence? \_\_\_\_ Yes \_\_\_\_ No

If Negligent: Amount Collected \$ \_\_\_\_\_ District Receipt# \_\_\_\_\_ Date \_\_\_\_\_

If not due to negligence (Explain) \_\_\_\_\_

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



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### Ricky Booth Vice-Chair

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## STUDENT LAPTOP USE POLICY

The laptop loaned by the Osceola Virtual School and the School District of Osceola County is an EDUCATIONAL tool and must be used in that capacity ONLY. At the same time, the use of the laptop computer is bounded to the district's Student Internet Network Use Procedures. Once issued, you are responsible for the laptop at all times. Students are expected to exercise reasonable and responsible care and take the following precautions:

1. Take appropriate steps to protect the laptop from theft.
2. You are the only authorized user of your assigned computer. Its use is not transferable to siblings and/or other members of the family. Also, it must not be shared with friends or any other student.
3. The laptop will not be used to copy, download, upload, or share copyrighted material without the owner's permission; this includes and is not limited to the reproduction of music files, online games, and any other software applications in any type of electronic format.
4. Use the laptop on a flat & stable surface.
5. Do not eat or drink near the laptop.
6. Avoid touching the screen at all time. When cleaning is necessary, wipe the laptop surface lightly with a soft cloth.
7. Do not rest pens, markers, and pencils on the keyboard. Closing the laptop with items over the keyboard will seriously damage the screen.
8. Do not mark the computer in any way with markers of any kind.
9. The computer must not have any other stickers that the one placed by the school district with the property record number.
10. Do not insert any objects into the ports of the laptop.
11. To prevent eyestrain and muscular fatigue, keep the laptop screen at least 18 inches away from your eyes and at a levels lower than your eyes.
12. Use ONLY basic troubleshooting to solve problems. Major problems and/or issues with the computer, must be reported immediately to the OVS staff to be appropriately handled.
13. Backup your work regularly.
14. Close the laptop gently from the center of the lid.
15. Keep the laptop charged.
16. Do not pull the cables when the laptop is connected to the wall.
17. Do not attempt to remove any components of the laptop. If this happens, parents and/or guardian will be responsible for the 100% of the repair or replacement costs.
18. Do not install any software on the computer.

If a student is under the age of 18 and resides in the home of a parent or is over the age of 18, but is under a legal guardianship, the parent(s) agree to be responsible for all costs associated with the use of the computer and for all costs of lost, stolen or vandalized equipment as indicated by signing this use policy.

_____	_____	_____
Student Name, Last Name	Student Signature	Date
_____	_____	_____
Parent/Guardian Name, Last Name	Parent/Guardian Name, Last Name	Date
_____	_____	_____
OVS Representative Name	OVS Representative Signature	Date

Remarks/Observations: \_\_\_\_\_  
\_\_\_\_\_



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