Dear Job Corps Student or Guardian:

As a Job Corps program student, you are eligible to receive a Chromebook or equivalent equipment and wireless hotspot through Job Corps’ Student Loaner Device Program to facilitate your participation in distance learning. A “Job Corps Student Loaner Device Program Equipment and Usage Agreement” (User Agreement) is enclosed. By providing your name, student identification number, your shipping address, phone number, telling us which devices you need to participate in loaner devise program, including distance learning, and returning the signed User Agreement by September XX, 2020, you are choosing to participate in the Student Loaner Device Program. Use the enclosed self-addressed and prepaid envelop to return your form or return the form by email to this email address XXXXXXX at your center.

Once your Job Corps center receives your completed and signed User Agreement, the center’s property manager will add the serial numbers of the equipment we are assigning to you to your User Agreement. Job Corps center staff will contact you to verify the address you provided before shipping the equipment. If you are not participating in distance learning because you do not have your own personal laptop or other device with internet connectivity you will be given priority access to government equipment through the Student Loaner Device Program. When you receive the equipment and a copy of the User Agreement with equipment serial numbers, immediately verify that the Chromebook and wireless hotspot serial numbers match the serial numbers on the form. If they do not match, you must contact your center property officer immediately to resolve the discrepancy.

Please keep a copy of the serial numbers on your equipment for your records because you will need this information to report lost, stolen, or damaged equipment. You must immediately report lost, stolen, or damaged equipment to your Job Corps center property officer. Job Corps can remotely disable Chromebooks if they are lost or stolen, or if the user violates the terms of the User Agreement.

**Your User Agreement explains the responsibilities you agree to by accepting this government equipment and the consequences of a breach of those responsibilities.** This includes you agreeing to accept liability for equipment that is damaged by you intentionally. You are reminded that the Student Loaner Equipment is government property and you should take proper care of it and safeguard it at all times. Your Job Corps center can seek reimbursement from you for any Chromebook and hotspot that is provided to you that is lost or damaged by you intentionally. Reimbursement for these items will be consistent with the Policy and Requirements Handbook (PRH) and money will be taken from your pay period deductions or your transition payment at the time of your separation from the Job Corps program.

Liability may be up to $500 for a Chromebook or equivalent computer equipment and wireless hotspot. The equipment you receive is the property of the United States Government and you must return it to Job Corps upon separation from the program or upon request if needed for administrative or management reasons.

The government equipment you receive must not be used for personal or non-Job Corps related activities. This equipment is solely for your personal educational use, and no one, other than you, is allowed to use the Chromebook or hotspot. You must follow the Student Handbook’s rules on computer use and digital citizenship. Failure to follow Jobs Corps' equipment and internet usage requirements may result in the immediate forfeiture of the equipment and could lead to your removal from the Job Corps program.

If you choose to participate in the Student Loaner Device Program and use this government equipment, you agree to retain the equipment for the duration of your enrollment in the Job Corps program, or participation in distance learning. You are responsible for returning the equipment to the Job Corps center that shipped it to you using the original packaging materials or similar sturdy shipping package. When you are ready to return the equipment, please contact the center property officer identified on your User Agreement to obtain a return shipping label. The label will either be emailed to you or sent via mail. As an alternative, you may return the equipment to the center in person.

If you have questions about the Student Loaner Device Program, call the Job Corps Data Center’s Technical Assistance Center at 800-598-5008, and select option 8, between the hours of 7am and 7pm EST Monday through Friday. You may also email your questions to [helpdesk@jobcorps.org](mailto:helpdesk@jobcorps.org).

We encourage your participation in Student Loaner Device Program.

Regards,

Job Corps