# NDSP Student/Parent Property Use Agreement Form

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| **AUTHORITY**: 20 USC Sections 921-932; 10 USC Section 2164; DoD Directive 1342.20, “Department of Defense Education Activity” (DoDEA); and DoD Instruction 5000.64, “Accountability and Management of DoD Equipment and Other Accountable Property.”  **PRINCIPAL PURPOSE**: To obtain parental agreement, consistent with governing regulations, to maintain, use, and return DoDEA accountable property issued to the parent’s dependent DoDEA student, and to enable the issuing activity to track the location of the equipment.  **ROUTINE USE(S)**: In addition to the disclosures within DoD generally permitted under 5 U.S.C. Section 552a (b)(1) of the Privacy Act, this record or information contained therein may be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3), the DoD Blanket Routine Uses, described at http://dpclo.defense.gov/privacy/SORNS/blanket\_routine\_uses.html, and the DoDEA routine uses at: http://dpclo.defense.gov/privacy/SORNS/component/osd/DODEA26.html.  **DISCLOSURE**: Furnishing the information collected by this form is voluntary. Failure to furnish the information collected by this form may delay or prevent your child from being issued DoDEA owned equipment. |

##### Part 1: Logistical Information

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| Student Name: | |
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| Parent/Guardian Name: | |
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| Parent/Guardian Email Address: | |
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| Unit Address: | |
|  | |
| Home Phone: | Work Phone: |
|  |  |
| School: | Country |
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##### Part 2: Disclosure

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| **Title**: Legal title to the Property belongs to the government and shall at all times remain in the possession of DoDEA. Your right of possession and use is limited to and conditional upon your full and complete compliance with this Agreement and, in the case of issuance of Information Technology equipment such as a laptop, with DoDEA Administrative Instruction 6600.01, Computer Access and Internet Policy.  **Loss or Damage**: All persons entrusted with Government property are responsible for the proper care and stewardship of the property. If the property is lost, damaged, or stolen, an investigation will be conducted to determine liability. By signing below you acknowledge that should you be found liable you may be held responsible for the reasonable cost of repair or the cost of the property's fair market value on the date of the loss. Theft of the property must be reported to the Provost Marshall or local police and a written report provided.  **Repossession**: If you do not fully comply with all terms of this Agreement, to include the timely return of the property and, when Information Technology equipment (such as a laptop) is issued, DoDEA Administrative Instruction 6600.01, Computer Access and Internet Policy (if applicable), including the timely return of the property, DoDEA shall be entitled to declare you in violation of the agreement and may repossess the property.  **Term of the Agreement**: Your right to use and possess the property terminates no later than the last day of the school year unless earlier terminated by the Principal (or his/her representative) or upon withdrawal from the DoDEA School. Your failure to return the property in a timely manner and/or your use the property for non-school purposes unauthorized by DoDEA, may result in potential legal consequences necessary for the recoupment of Government property. |

##### Part 3: Required Signature

**Terms: If this document is not signed by a parent/guardian DoDEA property will not be issued to the student.**

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| Student Signature: | Date: |
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| Parent/Guardian Signature: | Date: |
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##### Part 4: For Official Use Only

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| The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ listed below has been issued to the above parent/guardian/student. | | | |
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| Serial Number/Asset ID | Student Initials | Date | Administrator Name (Print) |
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| Serial Number/Asset ID | Student Initials | Date | Administrator Name (Print) |
|  |  |  |  |
| Serial Number/Asset ID | Student Initials | Date | Administrator Name (Print) |
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