

North Cedar Community Schools Device Loan Agreement

Student/Borrower: _____ Grade (Fall 2020): _____ Date: _____

- One device with power adapter are being lent to the Student/Borrower and are in good working order. It is the Student/Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.
- This equipment is, and at all times, remains the property of North Cedar Community Schools, and is herewith lent to the Student/Borrower for educational purposes only for the academic school year. Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the device may result in the Student/Borrower losing his/her privilege to use the device. The equipment will be returned to the school when requested by North Cedar Community Schools, or sooner, if the Student/Borrower withdraws from North Cedar Community Schools prior to the end of the school year.
- The District Property may be used by the Student/Borrower only for non-commercial purposes, in accordance with the District's policies and rules, the North Cedar Community School's Parent-Student Handbook, Laptop Computer Use Agreement, as well as, local, state, and federal statutes.
- The Student/Borrower may not install or use any software other than software owned or approved by the District and made available to Student/Borrower in accordance with this receipt and Agreement.
- One user account with specific privileges and capabilities has been set up on the device for the exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempt to change or allow others to change the privileges and capabilities of this user account.
- The Student/Borrower agrees to make no attempt to add, delete, access, or modify other user/system accounts/settings on the device and on any school-owned device.
- The North Cedar Community Schools network is provided for the academic use of all students and staff. The Student/Borrower agrees to take no action that would interfere with the efficient and academic use of the network.
- Identification and inventory labels/tags have been placed on the device. These labels/tags are not to be removed or modified. If they become damaged or missing, contact the Technology Director for replacements. Additional stickers, labels, tags, or markings are not to be added to the device unless approved by the Technology Director.
- A Google account may be available for each Student/Borrower to use for appropriate communication. This account is the property of North Cedar Schools and may be monitored at any time.
- It is the Student's/Borrower's responsibility to regularly back up his/her files to external media such as flash drives, the cloud, dropbox or external hard drives.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Student/Borrower's flash drives or other data storage medium and Student/Borrower agrees to use his/her best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student/Borrower's possession.

Parent Responsibilities

Your son/daughter has been issued a device to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device.

- I will supervise my son's /daughter's use of the school issued device at home.
- I will discuss our family's values and expectations regarding the use of the Internet and Google account at home and will supervise my son's/daughter's use of the Internet and Google account.
- I will not attempt to repair the device, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the device.
- I will make sure my son/daughter brings the device to school every day (when on-site schooling presumes).
- I understand that if my son/daughter comes to school without his/her device, that he/she may not be able to participate in classroom activities, and his/her grade could be affected.

- I agree to make sure that the device is returned to the school when requested and upon my son's/daughter's withdrawal from North Cedar Schools.

Student Responsibilities

Your device is an important learning tool and is for educational purposes only, and you must be willing to accept the following responsibilities.

- When using the device at home, at school, and anywhere else I may take it, I will follow the policies of the North Cedar Community Schools, and abide by all local, state, and federal laws.
- I will not use my device to post or create anything considered bullying or harassment.
- I will treat the device with care by not dropping it, getting it wet, leaving it outdoors, leaving it in a car in extreme weather conditions, or using it with food or drink nearby.
- I will not load any software on the device.
- I will honor my family's values when using the device.
- I will not remove any programs or files from the device.
- I will not give personal information when using the device.
- I will bring the device to school every day (when on-site schooling presumes).
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will return the device when requested and upon my withdrawal from North Cedar Community Schools.
- I will place my device and charger in a secure location when not in use (locked up when possible).

The undersigned acknowledge the failure to timely return the device/power adapter when scheduled or when requested shall result in liability by both parent and child for the value of the device. Parents are signing this agreement as guarantors for their child/children. 281-IAC 18.4 indicates "...Districts may charge a fine for overdue, lost or damaged school property..." Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrower's agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by North Cedar Community Schools.

Device Assessment Deposit

\$45/student or \$150/family max.; one time deposit. Charges for damage to the device will be netted against deposit before additional fees are assessed. Any remaining amount of deposit will be refunded after the device and charger are returned in good condition.

Parent Signature: _____ Print Name: _____

Parent Phone: _____ Parent Email: _____

Student Signature: _____ Date: _____