

# East Marshall Community School District

## Computer Loan Agreement

Student/Borrower: \_\_\_\_\_ Grade (Fall 2016): \_\_\_\_\_ Date: \_\_\_\_\_

One Apple MacBook Pro, power adapter/extension and bag 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 insure that it is retained in a safe environment.

This equipment is, and at all time remains, the property of East Marshall 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 machine may result in the Student/Borrower losing his/her privilege to use this computer. The equipment will be returned to the school when requested by East Marshall Community Schools, or sooner, if the Student/Borrower withdraws from East Marshall 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 East Marshall 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 laptop for the exclusive use of the Student/ Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The Student/Borrower agrees to make no attempts to add, delete, access, or modify other user/system accounts/settings on the laptop and on any school-owned computer.

The East Marshall 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 laptop. These labels/tags are not to be removed or modified. If they become damaged or missing, contact the Director of Technology for replacements. Additional stickers, labels, tags, or markings are not to be added to the laptop unless approved by the Director of Technology.

An email account may be available for each Student/Borrower to use for appropriate communication. These email accounts are the property of East Marshall 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, drop box or external hard drives.

The MacBook Pro, Accessories, and Laptop Bag will be checked in and returned to the school district by the end of the school year. Failure to do so will result in the full replacement of the computer and accessories and considered stolen. Applications will be available for check-out over the summer months. The EM Tech Committee will read through and decide whether each student can/cannot take their computer over the summer based on the reason given.

# East Marshall Community Schools

## Computer Loan Agreement

### Parent Responsibilities

Your son/daughter has been issued a MacBook Pro Laptop 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 computer.

- I will supervise my son's/ daughter's use of the school issued laptop at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my son's/ daughter's use of the Internet and email.
- I will not attempt to repair the MacBook Pro, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will not attempt to take the MacBook Pro to a computer repair shop to be repaired.
- I will report to the school any problems with the MacBook Pro.
- I will not load or delete software from the MacBook Pro.
- I will discuss the importance of bringing the MacBook Pro charged and ready to go to school with my child(ren).
- I understand that if my son/daughter comes to school without his/her computer, 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 MacBook Pro is returned to the school when requested and upon my son's/ daughter's withdrawal from East Marshall Community Schools.
- I have read the EM Laptop-Computer Policy Document and agree to the provisions of the document, which have been approved by the East Marshall CSD School Board.

### Student Responsibilities

Your MacBook Pro is an important learning tool and is for educational purposes only. In order to take your MacBook Pro home each day, you must be willing to accept the following responsibilities.

- When using the MacBook Pro at home, at school, and anywhere else I may take it, I will follow the policies of the East Marshall Community Schools, and abide by all local, state, and federal laws.
- I will not use my MacBook Pro to post or create anything considered bullying, illegal, or harassment.
- I will treat the MacBook Pro 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 MacBook Pro, unless approved by the Director of Technology.
- I will not remove programs or files from the MacBook Pro.
- I will not give personal information when using the MacBook Pro.
- I will bring the MacBook Pro to school every day.
- 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 recharge the MacBook Pro battery each night.
- I will return the MacBook Pro when requested and upon my withdrawal from East Marshall Community Schools.
- I will place the MacBook Pro in its protective bag when not in use and when it is being moved.
- I will place my laptop in a secure location when not in use (locked up when possible).
- I am responsible for all data transferred, sent, or delivered by this MacBook Pro. Camera use will be kept to educational-use only.
- I have read the EM Laptop-Computer Policy and agree to the provisions of the document, which have been approved by the East Marshall CSD School Board.

The undersigned acknowledge the failure to timely return the MacBook Pro/Power Adapter/ Extension and bag when scheduled or when requested shall result in liability by both parent and child for the value of the MacBook Pro. The parties acknowledge the value of the MacBook Pro shall be approximately \$1000.00. Parents are signing this agreement as guarantors for their child/children.

### **Laptop Assessment Deposit**

\$50/student- \$100 max. family one-time deposit for life of lease (4 yrs). Any remaining amount of deposit will be refunded at the time/ the student leaves/graduates. Once deposit is depleted, fee will be assessed according to the Laptop Computer Use Agreement.

Parent Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Parent Phone: \_\_\_\_\_ Parent Email: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_