

# **Exira-EHK Community School District**

## **Computer Loan Agreement 2018-19**

One Chromebook laptop, carrying case and charger are being loaned to the Student/Borrower and are in good working order. It is 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 time remains, the property of Exira-EHK Schools of Iowa, 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 right to use this computer. The equipment will be returned to the school when requested by Exira-EHK Schools, or sooner, if the Student/Borrower withdraws from Exira-EHK Schools prior to the end of the school year.

The District has implemented measures to filter inappropriate web content on the issued laptop at school and off-campus. The Student/Borrower agrees to comply with appropriate use and may be subject to disciplinary action if policies are violated.

The District Property may be used by Student/Borrower only for noncommercial purposes, in accordance with the District's policies and rules, the District's Code of Conduct, as well as, local, state, and federal statutes.

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 Chromebook 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 accounts on the Chromebook laptop and on any school-owned computer.

The Exira-EHK 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, academic use of the network.

Identification and inventory labels/tags have been placed on the Chromebook laptop. These labels/tags are not to be removed or modified. If they become damaged or missing, contact tech support for replacements. Additional stickers, labels, tags, or markings are not to be added to the Chromebook laptop.

A Google Apps for Education account is available for each Student/Borrower to use for appropriate academic communication with other students and staff members.

Iowa statute allows the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. The full cost of the Chromebook laptop is \$275. 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 Exira-EHK Schools.

**PLEASE READ THE ASSURANCES ON THE BACK OF THIS FORM BEFORE SIGNING**

***\* Please complete the Exira-EHK Schools 2018-19 Technology Policy Agreement Form to decline or accept this program. You may keep this copy for your reference.***

# Parent Responsibilities Student Responsibilities

Parent Responsibilities	Student Responsibilities
<p>Your son/daughter has been issued a Chromebook laptop computer 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.</p> <ul style="list-style-type: none"> <li>• I will supervise my son's/daughter's use of the Chromebook laptop while at home.</li> <li>• I will discuss our family's values and expectations regarding the use of the Internet at home and will supervise my son's/ daughter's use of the Internet.</li> <li>• I will not attempt to repair the Chromebook laptop.</li> <li>• I will report to the school any problems with the Chromebook.</li> <li>• I will make sure that my son/daughter recharges the Chromebook laptop battery nightly.</li> <li>• I will make sure my son/daughter brings the Chromebook laptop to school every day.</li> <li>• I agree to make sure that the Chromebook laptop is returned to the school when requested and upon my son's/daughter's withdrawal from Exira-EHK School District..</li> </ul>	<p>Your Chromebook laptop is an important learning tool and is for educational purposes only. In order to take your Chromebook laptop home each day, you must be willing to accept the following responsibilities.</p> <ul style="list-style-type: none"> <li>• I will not remove the protective case that protects my Chromebook. Removal of the case will void the warranty and student/family will be responsible for damages in full.</li> <li>• When using the Chromebook laptop at home, at school, and anywhere else I may take it, I will follow the policies of the Exira-EHK Schools especially the Student Code of Conduct and abide by all local, state, and federal laws.</li> <li>• I will treat the Chromebook laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.</li> <li>• My Chromebook laptop is my responsibility and will stay in my possession at all times.</li> <li>• I will not modify any software on the Chromebook laptop.</li> <li>• I will honor my family's values when using the Chromebook laptop.</li> <li>• I will not release personal information to strangers when using the Chromebook laptop.</li> <li>• I will bring the Chromebook laptop to school every day.</li> <li>• I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.</li> <li>• I will clean my Chromebook laptop using only the cleaner provided by the district.</li> <li>• I will recharge the Chromebook laptop battery each night.</li> <li>• I will return the Chromebook laptop when requested and upon my withdrawal from Exira-EHK Schools.</li> </ul>