

Student Notebook Computer Loan Agreement

USD 268 Cheney Public Schools

Providing notebook computers for instructional use by USD 268 students is an exciting venture. Certain guidelines are necessary to protect the notebook computer and the school network and ensure that this technology serves as an effective instructional tool. Students and their parents/guardians must agree to the following:

1. The student agrees to follow all USD 268 regulations and policies governing the use of the computer as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
2. This equipment is the property of Cheney Public Schools, USD 268, Cheney, KS and is herewith being loaned to the student for educational purposes only for the Academic School year. The student may not deface or destroy this property in any way. Inappropriate material on the machine may result in the student losing their right to use this computer.
3. The student will have a computer checked out in the fall **when necessary fees have been paid**. The computer will be checked in the spring. **initials** _____
4. The computer is the property of USD 268. If a student withdraws from school prior to the end of the loan period, the notebook computer is to be returned to school officials by the student prior to withdrawal.
5. Notebook computers not returned in appropriate manner will be filed as missing and turned over to the proper authorities as theft.
6. Notebook computers reported as lost will be turned over to authorities as theft if not located within 3 business days. **initials** _____
7. The student shall not remove or alter any USD 268 identification labels attached to or displayed on the computer, nor shall the student change identification within the computer, such as the computer name.
8. The student agrees to handle the computer carefully and protect it from potential sources of damage.
9. The student will assume the risk of loss by theft, destruction, or damage. If, during the loan period, the computer is damaged or returned with any accessories missing, USD 268 may charge the student the lesser of the repair or full replacement value which at this time is \$1100. **initials** _____
10. The student must report theft (or suspect theft) of the computer, loss of the computer, damage to the computer, or malfunctioning of the computer to school personnel immediately.
11. The student and parent agree to indemnify USD 268 against any claim, suit, or damage occurring during or resulting from student's possession or use of the computer, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to the student's use of the District's computer. **initials** _____
12. Upon request, the student agrees to deliver the computer to USD 268 staff for technical inspection or to verify inventory or other information; this may include random screening.
13. USD 268 is not liable for lost data or time spent on data.

I have read and agree to abide by all USD 268 policies and regulations for the use of equipment including the Acceptable Use Policy Agreement and the Student Notebook Computer Regulations. I accept responsibility for damage to or loss of the equipment listed below while in my possession. I understand that if the computer or any accessory is lost, damaged, or stolen, I am responsible for the replacement cost or insurance deductible, whichever is less. I will report any damage to hardware or software immediately to designated school personnel and will return equipment promptly when requested by school personnel.

Computer Description:

FOR OFFICIAL USE ONLY	
Asset ID Number:	_____
MacBook Serial Number:	_____
School:	<u>USD 268 Cheney Public Schools</u>

Student Name: _____ Permanent Address: _____

Signature of Student: _____ Date: _____

Signature of Parent or Guardian: _____ Date: _____