

West Delaware County Community School District

Student Technology Loan Agreement (including school-issued devices)

School-issued device references the device that a student receives at the beginning of the year and is in charge of over the course of the whole school year.

Use of the technology is a privilege and not a right. Failure to use the technology in an appropriate manner could result in consequences, as determined by the staff and administration of West Delaware County Community school District (WDECCSD)

This technology is provided for educational purposes only and is intended to support the learning objectives of the WDECCSD. The technology is the property of WDECCSD. WDECCSD is not liable for lost data or time spent on data. Students and their parents/guardians must agree in writing to the following before students will be allowed to take any technology home:

- Student agrees to follow all WDECCSD regulations and policies governing the use of the technology as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
- Student shall not remove or alter any WDECCSD identification labels attached to or displayed on the technology nor shall the student change identification within the technology, such as the technology name.
- Student agrees to handle the technology carefully and protect it from the weather and other potential sources of damage, including but not limited to the following:
 - Avoid leaving technology in extreme hot or cold temperatures, such as in a car.
 - Avoid liquids and food while using technology.
 - Avoid leaving technology unattended around children or pets.
 - Avoid placing or stacking heavy objects on top of technology.
 - Avoid operating technology on soft items such as pillows, chairs, sofa cushions, blankets, etc.
 - Avoid leaving technology in an unsecure location when not in use.
- The student and their parents/guardians will assume the risk of loss by theft, destruction, or damage. If during the loan period, the technology is damaged or returned with any accessories missing, WDECCSD may charge the student based on this criteria.
 - If the damage is deemed accidental the person will be charged no less than \$25, but no more than \$300 which will cover half the cost of either repair or replacement of the device depending on what is cheaper and available. The total repair bill will not exceed half of the original cost of the device.
 - If the damage is deemed carelessness (see list above on what to avoid) or vandalism/destruction, the person will be charged no less than \$50, but no more than \$600 which will cover the whole cost of either repair or replacement of the device depending on what is cheaper and available. The total repair bill will not exceed the original cost of the device.
 - If damage is caused because it was not transported using the carrying case that is provided, the cause may be deemed carelessness.
- Student agrees if the technology malfunctions or is damaged or not working properly, it must be turned in to the technology staff for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for repair.
- Student agrees to be responsible for recharging the technology at home on a daily basis. One suggestion would be to charge it at the same time you charge your cell phone at night.
- Student agrees to be responsible for bringing the charged device, cases, and accessories (if applicable) back to school every day.
- Student agrees to not leave any school device unsupervised to help prevent against theft. This would be deemed as carelessness.
- Student agrees to use the devices for school-related purpose only. If it is found that the student is using the device for personal reasons or has altered with computer settings in any manner it is the right of the school to suspend usage for a period of time determined by the school.
- The student is permitted to alter or add files to customize the school-issued device to their own working style as long as it does not interfere with the rest of the Acceptable Use Policy.
- The student is permitted to apply identifiers to the school-issued device as long as any are completely removable. If not removable there will be a fine attached. Seniors or students leaving the district must remove the identifiers before the school-issued device is turned in.
- Student agrees to turn a school-issued device at the end of the year or at the time that their enrollment at WDECCSD has ended. Failure to turn in a school-issued device or any other devices borrowed may be considered theft.

I have read and agree to abide by all WDCSD policies and regulations for the use of this technology including the Acceptable Use Policy Agreement. I accept responsibility for damage to or loss of the equipment while in my possession. I understand that if the technology or any accessory is lost, damaged or stolen, I can be held responsible for the replacement cost. I will return the technology at the beginning of the next school day or when requested by school personnel.

Student Name (Printed)

Student ID (Lunch Number)

Student Signature

Date

Parent Signature

Date