



LOAN AGREEMENT (School District Provided Technology Device Form)

The Ascension Parish School Board is supplying a mobile hotspot to specific students. These devices are new and/or in excellent working order. It is the student's responsibility to care for the equipment and ensure it is retained in a safe environment. Students may not alter the hotspot, its charger, or the cable in any way. For example, students may not remove stickers, write on the devices or stickers, or place stickers on any of these devices. The mobile hotspot is the property of Ascension Parish School Board and is lent to the student for educational purposes only for a period of time. The student may not deface or destroy this property in any way. Inappropriate use of the Internet via hotspot may result in the student losing his or her right to use the mobile hotspot. The equipment must be returned when requested by the Ascension Parish School Board, or if the student withdraws from an Ascension Parish School. The mobile hotspot may be used by the student only for non-commercial purposes, in accordance with the district's policies, rules, and the district's Acceptable Use Policy, as well as, local, state, and federal statutes. Only school board devices or a family device being used for educational purposes should be connected to the mobile hotspot. No more than two devices should be connected to the device at a time. (If a family needs more than two student devices connected, please contact their teacher or school who can request a different device from the APSB Help Desk.)

The student may not change or allow others to change the privileges and capabilities of the device. The device has identification on it indicating that it is the property of the Ascension Parish School Board. That identification should not be altered, removed, or modified in any way. The student acknowledges and agrees that the student's use of a computing device and the mobile hotspot is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the mobile hotspot and to return it in the same excellent condition that it was received. In the event that the mobile hotspot is damaged, lost, or stolen, the parent/guardian is responsible for the cost to replace said equipment. *In the event of theft or loss, it is very important to notify a school administrator immediately.*

Parent/Guardian Responsibilities

Your child has been issued technology equipment owned by the Ascension Parish School Board to improve and personalize his or her education. It is essential that the following guidelines be followed to ensure the safe, secure, and ethical use of the technology equipment.

The Parent/Guardian signing below agrees to:

1. Supervise my child's use of the loaner technology equipment and Internet at home.
2. Discuss my family's expectations regarding the use of the Internet at home.
3. Notify the school and/or the ASPB Help Desk (225-391-7150) immediately in the event of damage, theft, or loss.
4. Charge the unit daily (Please unplug and let the battery cycle at least weekly.)
5. Return the loaned technology equipment to school when requested or upon my child's withdrawal from the Ascension Parish School Board school.
6. Reimburse the Ascension Parish School Board for the cost of replacement of the lost, damaged, or stolen loaned mobile hotspot. APSB will make every effort to minimize that cost and it will be less than \$50.



Student Responsibilities

Your Chromebook or notebook computer is an important learning tool. It is to be used for educational purposes to help you succeed. To borrow this technology equipment, you must be willing to accept the responsibilities listed below.

The Student signing below agrees to:

1. Follow all rules of the School and the School District, including the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state, and federal laws.
2. Treat all APSB loaned technology with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
3. Never write, draw, scratch or place stickers or labels on the mobile hotspot.
4. Never lend the hotspot to anyone, not even my friends or siblings.
5. Always use email or any other computer communication for appropriate, legitimate, and responsible communication and never share personal information.
6. Keep all accounts and passwords assigned secure, and not share these with any other person.
7. Never attempt to alter the device in any way.
8. Avoid leaving the device in a vehicle
7. Recharge the device each day. (Please unplug and let the battery cycle at least weekly.)
9. Return the device when requested or upon withdrawal from an Ascension Parish school.
10. Provide the device as requested by any Ascension Parish Schools staff member to be inspected at any time.
11. Avoid taking photographs or video of other people with connected devices except for if required for an educational assignment.

APSB Mobile Hotspot LOAN FORM

Student Name: _____

Grade: _____ School: _____

Borrowed for: Summer School Fall Semester Spring Semester

If damage or loss occurs to this equipment, district administration will review the incident. If deemed negligent and/or not accidental, the student/parent will be required to pay for the replacement equipment. By signing, I hereby acknowledge I have read, understand and agree to accept responsibility for the MOBILE HOTSPOT indicated below.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Hotspot Name _____ (Typically ASC and a three digit number)

(For use when returned)

Date Returned: _____

Return Condition: Very Good Fair Unacceptable