



LOAN AGREEMENT

(School District Provided Technology Device Form)

St. Landry Parish School Board

- ✓ One Chromebook, charger, and charger cord and/or a mobile hotspot are being provided to the student 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 Chromebook or charging equipment, and/or mobile hotspot in any way. For example, students may not write on or place stickers on any of the St. Landry Parish School Board loaned equipment.
- ✓ The Chromebook and charger and/or mobile hotspot are the property of St. Landry Parish School Board and are lent 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 use of the Chromebook and/or internet via hotspot may result in the student losing his or her right to use the Chromebook and/or mobile hotspot. The equipment must be returned when requested by the St. Landry Parish School Board, or if the student withdraws from a St. Landry Parish School prior to the end of the school year.
- ✓ The Chromebook and/or 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.
- ✓ One user with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the student to which the device has been assigned. The student may not change or allow others to change the privileges and capabilities of the user’s account.
- ✓ The student may not make any attempt to add, delete access, or modify other users’ accounts on the Chromebook.
- ✓ The Chromebook has identification on it indicating that it is the property of the St. Landry 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 the Chromebook and/or 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 Chromebook and/or mobile hotspot and to return it in the same excellent condition that it was received.
- ✓ In the event that the Chromebook and/or mobile hotspot is damaged, the parent/guardian is responsible for the cost to replace said equipment. The cost of the Chromebook is \$250.00
- ✓ In the event the Chromebook charger is lost or stolen, the parent is responsible for the cost to replace the charger.
- ✓ In the event that the Chromebook and/or mobile hotspot is lost or stolen, the parent is responsible for the cost of replacing said equipment. The district has the ability to track the location of each Chromebook and to remotely control access to each device. 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 St. Landry 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. Therefore I agree to:

- ✓ supervise my child’s use of the loaner technology equipment at home.
- ✓ discuss my family’s expectations regarding the use of the Internet at home.
- ✓ supervise my child’s use of the Internet.
- ✓ not attempt to repair the Chromebook or clean it with anything other than a soft, dry cloth. Do not use window cleaner or any other liquid cleaner to clean the Chromebook.
- ✓ report, to the school, any problems with the Chromebook.
- ✓ not allow my child to leave the Chromebook in a vehicle.
- ✓ ensure my child recharges the battery each night.

- ✓ return the loaned technology equipment to school when requested or upon my child's withdraw from the St. Landry Parish School Board school.
- ✓ reimburse the St. Landry Parish School Board for the cost of replacement of lost, damaged, or stolen loaned technology equipment. The cost to replace the Chromebook is \$250.00

Student Responsibilities

Your Chromebook is an important learning tool and is to be used for educational purposes only. In order to borrow this technology equipment, you must be willing to accept the following responsibilities.

Therefore I agree to:

- ✓ School District, including the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state, and federal laws
- ✓ treat the Chromebook and/or mobile hotspot with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby
- ✓ no write, draw, place stickers or labels on the Chromebook and/or mobile hotspot
- ✓ not lend the Chromebook and/or hotspot to anyone, not even my friends or siblings
- ✓ not give personal information when using my Chromebook
- ✓ use email or any other computer communication for appropriate, legitimate, and responsible communication
- ✓ keep all accounts and passwords assigned to me secure, and not share these with any other person
- ✓ not attempt to repair or alter the Chromebook in any way
- ✓ not leave the Chromebook in a vehicle
- ✓ recharge the Chromebook every night
- ✓ return the Chromebook when requested or upon my withdrawal from a St. Landry Parish school
- ✓ provide the Chromebook as requested by any St. Landry School Board staff member to be inspected at any time.
- ✓ not take photographs or video of other people with the Chromebook except for if required for an educational assignment.

If damage occurs to this equipment, district administration will review the incident. If deemed negligent damage has occurred, the student/parent will be required to pay for the replacement equipment unless parent chooses to purchase device insurance.

Check the box to indicate whether or not you will be purchasing the insurance through the St. Landry Parish School Board. (Insurance does not cover loss or theft of device)

I will be purchasing insurance at a cost of \$20. (This does NOT include device loss or theft)

I choose not to purchase insurance and understand that I will be fully responsible for device replacement.

By signing, I hereby acknowledge I have read, understand and agree to accept responsibility for the equipment indicated below.

Check the box next to the item that will be loaned out. **CHROMEBOOK** **MOBILE HOTSPOT**

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

TECHNOLOGY EQUIPMENT LOAN FORM	
Student Name: _____	Grade: _____
Description of Equipment: _____ _____	
Reason Technology Equipment is being borrowed: _____ _____	
Date Returned: _____	Return Condition: _____
Serial Numbers: ChromeBook _____	Mobile Hotspot _____