



Student/Guardian Device Checkout Agreement

I have received a District laptop to use at home to support my student's learning and achievement. By accepting the possession of the device, I agree to the following:

- I understand that it is to be used for educational purposes only and **in accordance with the Student Acceptable Use Policy**.
- I understand that I am responsible for any loss or damage to the device and charger. The District may request the device be returned at any time. The device must be returned upon unenrollment.
- I must return the device to the District in the same condition as it was received, reasonable wear and tear excepted.
- Students must follow the Responsible Use and Care Guidelines. A list of assigned equipment and accessories is attached outlining the cost if damaged, stolen, or lost.

Responsible Use and Care Guidelines

1. Modifying or changing device settings and/or internal or external configurations is prohibited.
2. Using obscene, threatening, or disrespectful language in any form online or in electronic communications is strictly prohibited and subject to consequences outlined in the VDPS Student Code of Conduct.
3. Always keep food and drinks away from the device.
4. Avoid placing heavy materials, such as books, on top of the device.
5. Protect the LCD display screen. Before closing the device, make sure there are no small items, such as a pencil or small earphones, on the keyboard.
6. Parents and students agree to return the device and all components to the school in the same condition as when the device was issued to the student. Normal wear and tear are expected from use.

See VDPS Student Device Policy Document and/or Student Code of Conduct Book for fully detailed guidelines and expectations.

Sanitizing Devices

- It is best to do the cleaning at the end of the day when you can give the laptop time to dry. As there may be minor amounts of liquid during cleaning, once a device is cleaned, it is important that the device can dry completely before use.
- Completely turn off the device and unplug the charger.
- Use a NON-BLEACH wipe (like Clorox or Lysol) and wring out any extra liquid from the wipe before using it on any technology device. Make sure it is slightly damp and not dripping.
- Gently wipe down the device with the disinfecting cloth on the keyboard, touchpad/mouse, screen, and the case.
- Allow the device to air dry completely before plugging in the charger and powering on the device.



Fees for Damaged/Lost Equipment

| Equipment | Damaged/Lost Equipment Cost |
|--|-----------------------------|
| Laptop LCD Display | \$80 |
| Laptop Keyboard/Palm Rest | \$17/\$50 |
| Laptop (lost, stolen, total replacement) | \$800-\$1,000 (list price) |
| AC Charger | \$50 |
| Mouse | \$4 |
| Power Jack | \$5 |

Internet Content Filtering

The District has implemented technology protection measures and content filtering on all student laptops both on campus and offsite. This will ensure that anywhere students are logged in using their VDPS assigned laptop, they will be protected as required under the guidelines of the Children's Internet Project Act. *While Van Dyke Public Schools use technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for the District to absolutely prevent such access.*

Parent/Guardian Responsibilities and Permission

I am authorizing the assignment of a VDPS laptop to my child currently enrolled in Van Dyke Public Schools. I understand that the device is to be used as a tool for learning and that my child will comply with the Responsible Use and Care Guidelines listed on page 1 and within the VDPS Student Technology Guideline and Policy Document, as well as the Acceptable Use Policy as stated in the Student Code of Conduct. I will help ensure the safe and timely return of the device within the loan period or upon request by the District. I understand that in the event of theft, misuse or carelessness, there is no provision for replacement. I also understand that I am financially responsible for any willful, malicious, or accidental damage to the device. **By signing this agreement I consent that my child and I understand and will abide by all expectations and policies with the Student Acceptable Use Policy.**

Student Name (printed): _____

School: _____ Grade: _____

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____

Parent/Guardian Phone #: _____ Email: _____

District Asset Tag _____

Initial here for agreement with Student Acceptable Use Policy: _____

Initial here ONLY if permission to obtain device is NOT given.