

M.S.A.D. #4 Equipment Lending Agreement

Students with signed agreement forms on file may checkout technology equipment for school related work according to the guidelines set forth below

Student Name : _____

M.S.A.D. #4 grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

Agreements

1. I will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly and in working condition. I understand that I will be required to present my machine for periodic audits and inspections. I have no expectation of privacy on school owned equipment. Approximate replacement costs include: MSAD 4 iPad—\$750, digital cameras—\$300, video cameras—\$500, and assorted peripheral items—\$25-\$500.
2. I understand that I cannot modify or alter any of the software or hardware or services. In the event alterations are made, I will be charged the repair fee. This may include a \$25 re-imaging fee for downloading unauthorized software.
3. I will bring my iPad to every class and to come to school with my iPad battery fully charged. Having a dead battery will not be an acceptable excuse for late or missing work.
4. I understand that I am responsible for backing up my work. Lost work due to machine malfunction is not an acceptable excuse.
5. I will treat this equipment with the same care as if it were my own property.
6. I will maintain the equipment in clean condition and will not eat or drink around the equipment. Liquid damage is not covered by the equipment warranty or the protection plan. You will pay the full repair costs for any liquid damage.
7. I will avoid use in situations that are conducive to loss or damage.
8. I will heed general maintenance alerts and advice from school technology personnel.
9. I will promptly report any malfunction, loss, damage or theft to the Technology Coordinator.
10. I will always transport the equipment within the case provided.
11. I will adhere to M.S.A.D. #4 Acceptable Use Policy when using this equipment at all times and in all locations.
12. I will use all school created/managed accounts that are assigned to me for appropriate educational purposes.
13. I understand that in the case of remote or hybrid learning, parents or caregivers are responsible for supervising technology use in the home. Parents will provide a space for students to use technology. In addition, parents will keep an eye on student use of the device and will report any concerns to the technology department as soon as they arise.