

Lyons-Decatur Northeast Public Schools

LAPTOP LOAN AGREEMENT

This Agreement represents an outline of the laptop Policies & Procedures. By signing this Agreement, students and parents/guardians agree to follow the Policies & Procedures. Students and parents/guardians are encouraged to read and understand these Policies & Procedures prior to signing this Agreement.

Student Responsibilities

I agree to abide by the computer use Policies & Procedures in the student handbook and abide by all local, state, and federal laws.

I agree that my use of District technology devices is for educational purposes only.

I agree that use of District technology devices is a privilege, and that I am responsible for the proper care of the computer that is assigned to me, as well as any other District technology equipment I am allowed to use.

I agree to keep all accounts and passwords assigned to me secure and will not share these with any other students. This includes but is not limited to passwords for email, local network, and internet access.

I agree that I will never share personal information over the Internet. In addition, if I am asked for personal information or harassed in any way, I agree to report it immediately to my parents, teacher, and/or staff member.

I agree that I will not install, download, or otherwise utilize any software that is not specifically authorized by the District Technology Department.

I will not remove programs or files from the laptop.

I will honor my family's values when using the laptop.

I will treat the laptop with care by not dropping it, leaving it outdoors, or using it with food or drink nearby.

I will bring my fully charged laptop to school every day.

I agree that email (or any other electronic communication) will be used only for appropriate, legitimate, and responsible communication.

I will return the laptop when requested and upon my withdrawal from LDNE Public Schools.

I will comply with all copyright laws.

I will place the laptop in its protective bag when not in use and when it is being moved.

I understand that I need to sync all files with the School Approved Cloud Service and that this will be my responsibility, as it is not automatic. Personal movie, music, and picture files will not be backed up to the School's Cloud Service. These files should be backed up to other sources, such as a personal flash drive, external hard drive, etc.

Parent Responsibilities

I will supervise my student's use of the laptop at home.

I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my student's use of the Internet and email.

I will not attempt to repair the laptop, nor will I attempt to clean it with anything other than a soft cloth.

I will report to the school any problems with the laptop.

I will not load or delete any software from the laptop.

I will make sure my student charges the laptop's battery nightly.

I will make sure my student brings the laptop to school every day.

I understand that if my student comes to school without her/his laptop there will be disciplinary actions.

I agree to ensure the laptop is returned to the school when requested and upon my student's withdrawal from LDNE Public Schools.

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My signature, and that of my parent or guardian, acknowledges our receipt of, and agreement to abide by the terms of the Laptop Loan Agreement.

Student Signature

Date

Parent/Guardian Signature

Date