

MINCO PUBLIC SCHOOLS
COMPUTER LOAN AGREEMENT

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Home Address: _____

Home Phone: _____ Parent/Guardian Email: _____

Loaned Equipment Quantity

Chromebook 1

Power Adapter 1

The above listed items (the “Equipment”) are being loaned to the above named student and to the student’s parents or legal guardians (collectively the “Borrower”) and are new or in good working order. It is Borrower’s responsibility to care for the Equipment and ensure that it is kept in a safe environment. This Equipment is, and at all times remains, the property of Independent School District No. I 002 of Grady County, Oklahoma, a/k/a Minco Public Schools (the “District”) and is loaned to the student for educational purposes for the academic school year. Student may not deface or destroy this Equipment in any way. Inappropriate use of the computer or use in violation of the District’s Acceptable Use Policy may result in the student losing his/her right to use this computer. The Equipment will be returned to the District when requested, at the end of the academic school year, or sooner, if the student withdraws from Minco Public Schools prior to the end of the school year. The Equipment may be used by Borrower only for non-commercial purposes, in accordance with the Policies and Rules Regarding Computer Use attached hereto as Exhibit “A”. The District’s Acceptable Use Policy, the Minco Public Schools Student Handbook, and all applicable local, state and federal laws, rules or regulations will apply.

Borrower may not install or use any software other than software owned or approved by the District and made available to Borrower in accordance with this Agreement. Borrower agrees not to copy or make any unauthorized use of or modifications of such software or to use such software in any way which violates the software license. Borrower agrees to indemnify the District for any claims arising from Borrower’s misuse of the Equipment including claims alleging infringement of copyright or other intellectual property rights.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower’s diskettes or other data storage medium and Borrower agrees to use Borrower’s best efforts to ensure that the Equipment is not damaged or rendered inoperable by any such electronic virus while in Borrower’s possession.

The Borrower shall be responsible for any damage to the Equipment and for loss or failure to return the Equipment. Borrower acknowledges and agrees that Borrower’s use of the Equipment is a privilege and that by entering into this Agreement, Borrower acknowledges Borrower’s responsibility to protect and safeguard the Equipment and to return the same in good condition and repair.

Parent/Guardian Signature: _____ Date: _____

**EXHIBIT "A" TO MINCO PUBLIC SCHOOLS COMPUTER LOAN AGREEMENT
POLICIES AND RULES REGARDING COMPUTER USE**

Parental Responsibilities: Your son/daughter has been issued a HP Chromebook computer to improve and personalize his/her education this year. It is essential that the following policies and rules be followed to ensure that your son/daughter receives the maximum benefit from the use of the computer and that the computer is used in a safe, efficient and ethical manner.

- I will supervise my son/daughter's use of the computer at home.
- As a family, we will discuss appropriate places to use the computer to ensure its safety from dropping and damage.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my son's/daughter's use of the computer to access the Internet and email accounts.
- I will not attempt to repair the computer, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will promptly report to the school any problem with the computer.
- I will make sure my son/daughter recharges the computer's battery nightly.
- I understand that if my son/daughter comes to school without his/her computer I may be called to bring it to the school.
- If I am unable to bring the computer to school, my son/daughter may be required to complete an alternate assignment if the computer is being used in class and will still be responsible for completing the missing computer assignment.
- I agree to make sure the computer is returned to the school when requested or upon my son's/daughter's withdrawal from Minco Public Schools.
- I understand that if my son/daughter, through negligence, allows damage to the computer, beyond normal wear and tear, I will be liable for the following fines and may be responsible for replacement or repair of the computer. My child will also face additional consequences up to and including loss of computer use privileges or suspension.

1st Offense: Student will not be allowed to take the computer home for a period of two weeks, which would include two full weekends.

2nd Offense: Student will not be allowed to take the computer home for a period of nine weeks.

3rd Offense: Student will not be allowed to take the computer home for a period of one calendar year.

4th Offense: Student will not be allowed to take the computer home for the remainder of their enrollment at Minco Public Schools.

Student will, however, in each event be allowed to use the computer at school during the school day.

If damage is found to be the result of intentional abuse or flagrant disregard for the condition of the device, the maximum penalty may be incurred, regardless of the number of previous offenses.

Student Responsibilities: Your computer is an important learning instrument and is primarily for educational purposes. In order to take your computer home each day, you must be willing to accept the following responsibilities:

- **When using the computer at home, at school and anywhere else I may take it, I will follow these policies and rules and abide by all local, state and federal laws.**
- **I will treat the computer with care by not dropping it, getting it wet, leaving it outdoors, using it with food or drink nearby, or using it in horseplay. Failure to report damage will incur a Level I infraction.**
- **I will not loan the computer or charger to anyone, not even my friends or siblings; it will stay in my possession at all times. Violation will result in loss of privileges.**
- **I will use my computer in safe locations as agreed to by my parents.**
- **I will not give personal information when using the computer.**
- **I will not use the computer to spread rumors or create conflict with other students.**
- **I will bring the computer to school fully charged every day.**
- **If I forget my computer, I will be allowed to call home for someone to bring it to school.**
- **If I do not have my computer in class, I may be required to complete an alternate assignment if the computer is being used in class. I will still be responsible for completing the missed computer assignment.**
- **I agree that any electronic communication should be used only for appropriate, legitimate and responsible communication.**
- **I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.**
- **I will not attempt to clean or repair the computer.**
- **I will return the computer when requested or upon my withdrawal from Minco Public Schools.**
- **I understand that if I violate any of these rules, I may lose the privilege to use the computer at home or even at school.**
- **I will return the computer in good condition and repair when requested or upon my withdrawal from Minco Public Schools. If I, through negligence, allow damage to my computer, the following punishments will be enforced:**

1st Offense: I will not be allowed to take the computer home for a period of two weeks, which would include two full weekends.

2nd Offense: I will not be allowed to take the computer home for a period of nine weeks.

3rd Offense: I will not be allowed to take the computer home for a period of one calendar year.

4th Offense: I will not be allowed to take the computer home for the remainder of their enrollment at Minco Public Schools, but will be allowed to use the computer at school.

NOTE: Chromebooks or chargers turned in to the office as “lost” will incur a Level I infraction (per handbook).

These process and procedures outline a standard for usage and breakage fees, as well as the associated billing and communication steps required to enforce the policy.

Fee structure

• **Breakage Fee:** In the event that a student physically damages their issued device, a breakage fee will be levied. If the student has broken the screen on their device, a charge of \$30.00 per instance will be charged to the student. Other physical damage (broken keyboards, housings, etc) fees will be weighted based on the age of the Chromebook per the list below.

Chromebook devices: \$230.00 These above fees will only be charged in the case that a Chromebook needs to be replaced in order for a student to have a working device. If the damaged device is still capable to be fully used in the instruction environment, this fee will not be charged. Students will be returned the same Chromebook they were assigned the year previously--students are responsible for the issued device for three years.

• **Lost Equipment:** In the event that the student loses either their Chromebook or power charger, a replacement fee will be charged. Fees are listed below.

Chromebook: \$230.00 Power charger: \$30.00

Fee communication

If a student accrues a breakage fee, the following templates should be used to communicate to the parents or guardians of the student via email/ENote. Two notices via email are sent to parent and guardians. If no response is provided, a letter is sent via postal mail.

Screen replacement email:

“Good afternoon, Today _____ brought his Chromebook into the office. He had cracked the screen, and it needed to be replaced. According to the usage agreement since this is his first offense there is a fine of \$30 that will be due. Please have him bring that payment to the office tomorrow. We have received his Chromebook and issued him a replacement. If you have any questions, please let me know. Have a great day.”

Charger replacement email will state the same as above.

Parent Initials _____ Student Initials _____