



U.S.D. 102
Cimarron, Kansas

USD 102 Laptop Loan Agreement

Student Name:

Loan Date:

Laptop No.:

S/N:

The laptop computer identified above along with the wireless card, charger, battery and carrying case is being loaned to the student and is in good working order unless otherwise indicated. The student acknowledges the responsibility to properly care for the equipment and ensure that it is retained in a safe environment.

The equipment is the property of USD 102 and is being loaned to the student only for educational, non-commercial purposes during the Academic school year. The equipment will be returned to the school on the date determined by USD 102 or sooner if the student is discharged from or leaves the school prior to the end of the school year or if the student fails to comply with the terms of this agreement or the district's Acceptable Use Policy. A copy of the Acceptable Use Policy and this agreement, signed by the student and the parent/guardian must be on file at USD 102 prior to the student taking possession of the laptop.

The equipment is insured against theft and accidental damage. If there is a claim against that insurance, the student and parent/guardian are responsible for the \$100 deductible in the case of accidental damage, and \$250 if the laptop is misplaced or stolen. If part of the laptop (battery, wireless card, charger) or carrying case are lost, replacement is the responsibility of the student and parent/guardian. The student acknowledges that use of District equipment is a privilege and understands the responsibility to protect and safeguard the equipment and to return it in the same condition.

Student signature

Date

Parent/Guardian signature

District Supervisor signature

The student . . .

must have a signed (parent/guardian and student) Acceptable Use Policy on file at the High School office.

will not deface the laptop or carrying case—including using markers or stickers— and will not remove District labels/tags.

will not install any software, alter the software package/operating system provided by the District, or change the name of the laptop.

has no expectation of privacy. The computer, user account or email account may be examined at any time.

will not loan or trade the laptop and will keep the password private and secure.

will not leave the laptop unattended unless it is in a designated secure area. Secure areas will be designated at the beginning of the school year and may change.

will keep the laptop in the carrying case except when in use. The carrying case may be placed in a backpack or other case. The laptop is not to be carried around unprotected or open.

is responsible for bringing the fully-charged laptop to school every day.

is responsible for backing up data. Data may be backed up to CD (CD-R or CD-RW), flash drive or the student's network account. Music and movies are not to be stored in the network account.

will report damage to or loss of District equipment to an administrator or the Technology Coordinator within 48 hours.

understands that the District reserves the right to determine whether a specific use is appropriate or consistent with this agreement and the Acceptable Use Policy.