

**Crawford Central School District**  
**Computer Laptop Loan Agreement**  
**2019-2020**

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Student's Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_

One laptop, charger, and protective sleeve are being loaned to the Student. It is the Student's responsibility to care for the equipment and ensure that it is maintained in a safe environment. Do not leave the laptop unattended in open areas such as the café, library, gym, hallway, etc.

The equipment is, and at all times, the property of Crawford Central School District and is being lent to the Student for educational purposes only.

The Student may not deface or destroy the laptop and related equipment in any way. Inappropriate use may result in loss of network privileges, as well as possible loss of access to the laptop. A student may also be subjected to a much more restricted user profile.

The equipment will be returned at the end of each school year and reissued the following school year. If the Student withdraws or is no longer enrolled at Crawford Central, the laptop must be returned to the school with your withdrawal papers. If the Student does not return the laptop and related equipment, he/she will be charged a fee that will be the equivalent of the current replacement cost. A police report may also be filed and restitution could be secured through the court system.

The laptop and related equipment are for educational use only at school and at home. It is to be used only by the Student, not by other family members.

The Student may not install or use any software other than the software that is owned or approved by Crawford Central. Any attempts at circumventing the system, filter, or to access secured areas of the laptop will result in disciplinary action.

The Crawford Central School District network and filtering system is provided for the academic use of all students and staff. The Student agrees to take no action that would interfere with the use of the network. The Student agrees to follow the District's Acceptable Use Policy at all times, both at school and while at home.

Identification and inventory labels have been placed on the laptops. These labels are not to be removed or modified.

Office 365 and G Suite accounts will be created for every student to use for appropriate academic collaboration and communication.

The student laptops are protected by insurance. Accidental damage includes things like keyboard or screen breakage that are accidental. Picking keys off the keyboard or sitting on the laptop and breaking the screen are not covered. Each Student will have one insurance-covered incident available to them. After that one incident, the Student and their Parent/Guardian are responsible for the cost to repair the laptop. If the cost to repair exceeds the cost to purchase a new laptop, the Student or their Parent/Guardian will be responsible for the full replacement cost. Lost items such as cases and charger cables will be charged the actual replacement cost and are not covered under the insurance.

Students will be expected to use the laptops during and after the school day for instruction, completion of assignments, and collaboration on group projects. Many homework assignments will also be changing to a digital format.

All information stored on the equipment or in student accounts carries no expectation of privacy and is property of the District.

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To the extent the Student is a minor, a parent must sign this Computer Loan Agreement. The Parent/Guardian signing below agrees to be bound by this Agreement and will be financially responsible for the equipment.

By signing this form, the Student and the signing Parent acknowledge and agree that any information or use of the equipment carries no expectation of privacy. The District reserves the right, at all times and without prior notice, to inspect and search any and all its property for the purpose of determining whether any policy has been violated, or when an inspection and investigation is necessary for the purposes of promoting safety or compliance with state and federal laws.

I understand that a copy of this signed sheet will be maintained in my student file.

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Student Signature

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Parent Signature

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Date

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Date