

# Edgewood-Colesburg Community Schools

## Computer Loan Agreement

Student \_\_\_\_\_ Grade: \_\_\_\_\_  
Last First

1. One Apple MacBook, 3-part charger, bag and strap are being loaned to the student and are in good working order. It is the student's responsibility to care for the equipment and insure that it is retained in a safe environment.
2. The equipment is, and at all times remains, the property of Ed-Co CSD, and is herewith loaned to the student for educational purposes only for the academic school year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing his/her privilege to use this laptop. The equipment will be returned to the school when requested or if the student withdraws from Ed-Co prior to the end of the school year.
3. The student may use the laptop only for non-commercial purposes, in accordance with the student handbook, the acceptable use policy, and other district rules and policies, and all applicable laws.
4. The student may not install or use any software other than software owned or approved by the district and made available to the student in accordance with this agreement.
5. One user account with specific privileges and capabilities has been set up on the laptop for the exclusive use of the student to whom it has been assigned. The student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.
6. The student agrees to make no attempt to add, delete, access, or modify other user accounts on the laptop or on any other school-owned computer.
7. The Ed-Co schools' network is provided for academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.
8. Identification and inventory labels/tags have been placed on the laptop. These labels/tags are not to be removed or modified. If they become damaged or missing, immediately contact tech support for replacements. Additional stickers, patches, labels, or markings are not to be added to the laptop or bag.
9. An email account will be available to each student to use for appropriate communications, including and especially with staff members. The email accounts are the property of Ed-Co schools and are subject to monitoring.
10. It is recommended that the student regularly back up his/her files to an external device such as a flash drive, CD, DVD, or alternative hard drive. These will not be provided to students. The student understands that there is a risk that data may be lost if the computer malfunctions, but this does not remove the responsibility the student has to provide school work as expected, therefore proper external backup is essential.
11. Ed-Co is not responsible for any computer or electronic viruses that may be transferred to or from the student's flash drive or other data storage medium, and the student agrees to use his/her best effort to assure that the laptop is not damaged or rendered inoperable by any such electronic virus.
12. 281-IAC 18.4 states, "Districts may charge a fine for overdue, lost, or damaged school property...." The student acknowledges and agrees that his/her use of the laptop is a privilege and that by the student's agreement to the terms stated in this loan agreement, the student acknowledges his/her responsibility to protect and safeguard the district property and to return it in the same good condition and repair upon the request of Ed-Co schools.
13. The student/parent agree that all damages incurred as a result of negligence on the part of the student, as determined by Ed-Co building administration and tech staff, will be charged for full cost of the repairs, up to and including replacement.

## Edgewood-Colesburg Community Schools

### Parent Responsibilities

Your son/daughter is being issued a MacBook computer to enhance and personalize his/her educational experience. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my son's/daughter's use of the laptop at all times.
- I will not attempt to repair the laptop, nor will I attempt to clean it with anything other than a soft dry cloth.
- I will report to the school any known problems.
- I will not load or delete software on to or from the laptop.
- I will make sure him/her charges the laptop each night.
- I will make sure my son/daughter brings the laptop to school every day.
- I understand that if my son/daughter comes to school without the laptop that he/she may not be able to participate in classroom activities, and his/her grade could be affected.
- I agree to make sure that the laptop is returned to the school when requested, or upon my son's/daughter's withdrawal from Ed-Co CSD.
- I agree that we are liable for damages that occur to the laptop as a result of negligence on the part of my son/daughter, even if the damage was caused by an outside force/influence.
- I agree that Ed-Co building administration and technology staff makes the determination as to whether or not the damage was the result of negligence.
- I understand that loaner computers may or may not be available to students if the laptop assigned to them must be sent for repairs.
- I understand that if the computer is stolen from my property that I am required to file a police report.

### Student Responsibilities

Your MacBook is an important learning tool and is for educational purposes only. In order to take your MacBook home each day you must be willing to accept the following responsibilities:

- When using the laptop at school, home, or any place else I might take it, I will follow the policies of the Ed-Co CSD and abide by all local, state, and federal laws.
- I will treat the laptop with care by not dropping it, getting it wet, leaving it unattended, leaving it outdoors, leaving it in a vehicle in extreme weather conditions, or using it near food or drink.
- I will not take the computer into the locker rooms.
- I will not load/delete software on/from laptop.
- I will immediately report any known problems to Ed-Co tech staff or administration.
- I will not remove files or programs from laptop.
- I will not give personal information via the Internet when using the laptop.
- I will bring the laptop to school every day.
- I will use email (or other electronic communication) only for appropriate, legitimate, and responsible communication.
- I will keep all accounts/passwords assigned to me secure.
- I will not attempt to repair the laptop.
- I will return my laptop when requested.
- I will place laptop in the protective bag when not in use, and will keep it in a secured, locked place if not with me.
- I will not install or use file-sharing tools: Kazaa, Limewire, Acquisition, Bit Torrent, or others.
- Desktop customization is allowed, but I understand no stickers, patches, or the like may be placed on the computer or the bag. Removable hard-plastic covers are acceptable, and adornments may be added to that cover.

By signing this document the parent and student agree to adhere to the conditions stated herein. The signature also indicates the parent/student agree that any damage incurred, whether accidental or intentional, will result in the parent/student having to pay for entire cost of the repairs—including replacement cost, if applicable. Damage that occurs which is beyond the control of the student (i.e. hard drive crashes, battery replacement, etc.) will be the responsibility of Ed-Co CSD.

**In signing this document I agree to allow my son/daughter to take the laptop out of school.** In so doing, I also agree to pay the deposit established by the Edgewood-Colesburg Board of Education.

**The computer deposit is \$85.** Paying this one-time deposit allows the student to take the computer from school, and does not remove any obligations stated in the loan agreement. All laptops will be turned into the school for summer cleaning and inspection. Note: The student will still have access to the computer at school even if the deposit is not paid. It only means that they will be unable to take it out of the school for any reason. If a deposit is made and the parent changes his/her mind in letting the student take the computer home, the refund will occur at the end of that school year upon written request. All other refunds will take place upon graduation or exit from the district.

---

**Parent/Guardian signature/Date**

---

**Student signature/Date**