



# DEVICE LOAN AGREEMENT

Tangipahoa Parish School System  
(device can be a Chromebook, iPad or Laptop)

## Sign and Return to the School

- One device, with charging adapter, is being provided to the student in excellent working order.
- Students may not alter the device or charging equipment in any way. For example, students may not write on or place stickers on any of the Tangipahoa Parish School System loaned equipment.
- The device and charger are the property of Tangipahoa Parish School System and are loaned to the student for educational purposes only for the academic school year. The student may not deface or destroy property in any way. Inappropriate use of the device may result in the student losing his or her right to use the device and/or mobile hotspot. The equipment must be returned when requested by Tangipahoa Parish School System, or if the student withdraws from a Tangipahoa Parish School prior to the end of the school year.
- The device may be used by the student only for non-commercial purposes, in accordance with the district's policies, rules, and the district's Technology Acceptable Use Policy, as well as, local, state, and federal statutes.
- One user with specific privileges and capabilities has been set up on the device for the exclusive use of the student to which the device has been assigned. The student may not change or allow others to change the privileges and capabilities of the user's account.
- The student should not attempt to add, delete access, or modify other users' accounts on the device.
- The device has identification on it indicating that it is the property of the Tangipahoa Parish School Board. That identification should not be altered, removed, or modified in any way.
- The student acknowledges and agrees that the use of the device is a privilege and that by agreeing to the terms hereof, the student acknowledges his/her responsibility to protect and safeguard the device and to return it in the same excellent condition that it was received.
- In the event that the device and/or charger is damaged, lost or stolen, the parent/guardian is responsible for the cost to replace the equipment. The cost for each device is listed at the end of the agreement.
- The district has the ability to track the location of each device and remotely control access to each device. In the event of theft or loss, it is very important to notify a school administrator immediately.

### **Parent/Guardian Responsibilities**

Your child has been issued technology equipment owned by the Tangipahoa Parish School System to improve and personalize his or her education. It is essential that the following guidelines be enforced to ensure the safe, secure, and ethical use of the technology equipment. Therefore the parent agrees to:

- ✓ Supervise the child's use of the loaner technology equipment at home.
- ✓ Discuss family expectations regarding the use of the Internet at home.
- ✓ Supervise the child's use of the Internet.
- ✓ Not attempt to repair the device or clean it with anything other than a soft, dry cloth. Do not use window cleaner or any other liquid cleaner to clean the device.
- ✓ Immediately report, to the school, any problems with the device, including damage or theft.
- ✓ Not allow my child to leave the device in a vehicle.
- ✓ Ensure my child recharges the battery each night.
- ✓ Return the loaned technology equipment to school when requested or upon the child's withdrawal from the Tangipahoa Parish School Board System.
- ✓ Reimburse the Tangipahoa Parish School System for the cost of replacement of lost, damaged, or stolen loaned technology equipment.

## **Student Responsibilities**

This device is an important learning tool and is to be used for educational purposes only. In order to borrow this technology equipment, the student must be willing to accept the following responsibilities:

- ✓ Abide by School, District, including the Student Code of Conduct and Technology Acceptable Use Policy, all local, state, and federal laws regarding technology use
- ✓ Treat the device and/or mobile hotspot with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby
- ✓ DO NOT write, draw, place stickers or labels on the device and/or mobile hotspot
- ✓ DO NOT lend the device and/or hotspot to anyone, not even my friends or siblings
- ✓ DO NOT give personal information when using my device
- ✓ Use email or any other computer communication for appropriate, legitimate, and responsible communication
- ✓ Keep all accounts and passwords secure, and do not share these with any other person
- ✓ DO NOT attempt to repair or alter the device in any way
- ✓ DO NOT leave the device in a vehicle
- ✓ Recharge the device every night
- ✓ Return the device when requested or upon withdrawal from a Tangipahoa Parish school
- ✓ Provide the device as requested by any Tangipahoa School Board staff member to be inspected at any time.
- ✓ DO NOT take photographs or video of other people with the device except if required for an educational assignment.

If damage occurs to this equipment, district administration will review the incident. If determined that negligent damage has occurred, the student/parent will be required to pay for the repair/replacement of the equipment unless parent/guardian chooses to purchase the optional device insurance.

## **Optional Device Insurance**

Check the box to indicate whether you will or will not be purchasing the optional device insurance through the Tangipahoa Parish School Board. (**Insurance does not cover loss or theft of device**)

I **WILL** be purchasing optional device insurance at a cost of \$20 and understand that if the device is damaged beyond repair that there will be an insurance deductible cost of \$25 for each claim. The optional device insurance does not cover the loss or theft of the device.

I **WILL NOT** be purchasing optional device insurance and understand that I will be fully responsible for device repair/replacement expenses.

By signing, I hereby acknowledge I have read, understand and agree to accept responsibility for the equipment indicated below.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Internal use only:**

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

Check the box next to the device type.

CHROMEBOOK       WINDOWS LAPTOP       IPAD

## **Summary of device costs for repair/replacement**

### **Costs per device type for replacement:**

Chromebook - \$250

Windows Laptop - \$400

iPad - \$299

Charger for any type of device - \$35

Power cords - \$13

### **Costs per device type for repair:**

Chromebook screen - \$80

Chromebook keyboard - \$40

Windows Laptop screen - \$80

iPad screen - \$80

iPad screen/LCD - \$120

### **How to pay the insurance:**

Payments can be made using **cash/check made payable to your child's school.**

\* Note: If you purchased the optional device insurance at a cost of \$20 and the device cannot be repaired and is a total loss, there will be an additional insurance deductible cost of \$25 for each claim.