



Student Electronic Device Loan Agreement and Expectations for Responsible Use

Student Device Loan Agreement

Providing student devices for instructional use is an exciting venture. Certain guidelines are necessary to protect the equipment and the school network and ensure that this technology serves as an effective instructional tool. By accepting possession of a SCPS electronic device, student and his/her parents/guardians agree to the following responsibilities for the use and care of this device:

1. The student agrees to follow all SCPS policies and regulations governing the use of computers, including, but not limited to, the Expectations for Responsible Device Use included in this form.
2. The computer is the property of SCPS. If a student withdraws from the school prior to the end of the loan period, the device must be returned to school officials by the student prior to withdrawal. Release of Student Records will be delayed until devices are returned to SCPS.
3. The student shall not remove or alter any SCPS identification labels attached to or displayed on the computer, nor shall the student change identification within the computer, such as the computer name.
4. The student agrees to keep the computer secure and safe. The parent will assume the risk of loss by theft, destruction, or damage caused by intentional misuse. If, during the loan period, the computer is damaged or returned with any accessories missing, SCPS may charge the parent the lesser of the repair or the replacement cost.
5. The student must report theft (or suspected theft) of the computer, loss of the computer, damage to the computer, or malfunctioning of the computer to school personnel immediately.
6. Upon request, the student agrees to deliver the computer to SCPS staff for technical inspection, to verify inventory or other information, or for random screening.
7. The device cannot be loaned, sold, bartered, traded, leased, rented or given to any other person or persons without the written consent of SCPS.

I have read and agree to comply with these guidelines and all SCPS policies and regulations for the use of equipment, including the attached Expectations for Responsible Device Use, the Acceptable Use Policy, and the Student Conduct Code. I understand that the School Division may access, monitor and archive my use of the computer system, including my use of the internet, e-mail, and downloaded material, without prior notice to me. I accept responsibility for damage to or loss of the equipment indicated below while assigned to me. I understand that if the computer or any accessory is lost, damaged, or stolen, the student and his/her parent is responsible for the repair or replacement cost. I will report any hardware or software damage immediately to school personnel and will return equipment promptly when requested.

SCPS grants permission to the student to have limited use of the student device described in this continuing agreement. The permission granted to the student ceases on the LAST CALENDAR DAY OF THE SCHOOL YEAR (unless terminated earlier by SCPS) and failure to return the device on or before that date to the building principal or his/her designee could result in criminal charges against the student and/or the person who has the device. SCPS reserves the right to request the return of the student device at any time.

Student's Name <i>(please print):</i>	Grade

Parent or Guardian Name <i>(please print):</i>	
Signature of Parent or Guardian	Date:



Expectations for Responsible Student Electronic Device Use

1. I understand I am to follow SCPS Acceptable Use Policy at all times.
2. I understand that as SCPS property, the electronic device is subject to inspection and search at any time and without cause.
3. I understand that I am not to remove or alter any part of the computer, that only authorized educational programs installed by SCPS staff may be used on the computer, and that I am not to download, install or play games, video, music or pictures unless they are directly related to classroom instruction.
4. I understand that I am accountable for knowing where my device is at all times.
5. I understand that I am responsible for the proper care of my electronic device and that the device must be in the case provided by SCPS when not in use and that damage to the device when it is not in the protective case may be considered intentional.
6. I understand that I am not to add or remove labels to the device, that I am not allowed to personalize it with stickers, decals, markers, or any type of decorative materials, and that no paint, glue, or other substance is to be placed on the electronic device.
7. I understand I am responsible for keeping food and beverages away from my electronic device and that I am not to leave my electronic device outside, unattended in a vehicle, in an unsecured location, or near water.
8. I understand that I am to avoid using objects that may scratch or damage any part of the device.
9. I understand that I am not to loan my electronic device, charger, case, or mouse to other individuals.
10. I understand my electronic device's serial number and manufacturer/district labels are not to be defaced.
11. I understand I am not to delete any school-installed software.
12. I understand that I am only to use my electronic device in ways that are educational and appropriate.
13. I understand that I represent the school division in all my online activities while using the electronic device. I understand that what I do online should not reflect negatively on my fellow students, teachers, or on Surry County Public Schools.
14. I understand that my personal username and password should not be shared with any individual.
15. I agree to return the electronic device, case, power cord, and mouse in good working order at the end of the school year, upon leaving SCPS, or when my user privilege is revoked.
16. I understand that I am to bring my electronic device to school each day fully charged.