

COMPUTER LOAN POLICY/AGREEMENT

Parental Responsibilities

Your son/daughter has been issued a ChromeBook computer to improve and personalize his/her education this year. It is essential that the following policies and rules be followed to ensure that your son/daughter receives the maximum benefit from the use of the computer and that the computer is used in a safe, efficient, and ethical manner.

- I will supervise my son/daughter's use of the computer at home.
- As a family, we will discuss appropriate places to use the computer to ensure its safety from dropping and damage.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my son's/daughter's use of the computer to access the Internet and email accounts.
- I will not attempt to repair the computer, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will promptly report to the school any problem with the computer.
- I will not attempt to load or delete any software from the computer.
- I will make sure my son/daughter recharges the computer battery nightly.
- I understand that if my son/daughter comes to school without his/her computer I may be called to bring it to the school.
- If I am unable to bring the computer to school, my son/daughter may be required to complete an alternate assignment if the computer is being used in class and will still be responsible for completing the missing computer assignment.
- I agree to make sure the computer is returned to the school when requested and upon my son's/daughter's withdrawal from Sperry Public Schools.

I understand that if my son/daughter deliberately damages the computer or through negligence allows damage to the computer, beyond normal wear and tear, I will be liable for the following fines and may be responsible for replacement or repair of the computer, and my child will face additional consequences up to and including loss of computer use privileges or suspension.

1st Offense: Student will not be allowed to take the computer home for a period of two weeks, which would include two full weekends, and I will pay a fine of \$25.00.

2nd Offense: Student will not be allowed to take the computer home for a period of nine weeks, and I will pay a fine of \$50.00.

3rd Offense: Student will not be allowed to take the computer home for a period of one calendar year, and I will pay a fine of \$100.00.

4th Offense: Student will not be allowed to take the computer home for the remainder of their enrollment at Sperry Public Schools.

NOTE: Student will, however, in each event be allowed to use a computer at school during the school day as needed to complete assignments, but may have Internet privileges limited or denied.

REPLACEMENT COSTS FOR EQUIPMENT:

- **\$200.00 FOR CHROMEBOOK,**
- **\$30.00 FOR PROTECTIVE CASE, AND**
- **\$25.00 FOR CHARGER.**

Student Responsibilities

Your computer is an important learning instrument and is primarily for educational purposes. In order to receive permission to take your computer home, you must be willing to accept the following responsibilities:

- When using the computer at home, at school and anywhere else I may take it, I will follow all district policies and rules and abide by all local, state, and federal laws.
- I will treat the computer with care by not dropping it, getting it wet, leaving it outdoors, using it with food or drink nearby, or using it in horseplay.
- I will not loan the computer to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not attempt to load or delete any software onto the computer.
- I will not remove programs or files from the computer.
- I will use my computer in safe locations as agreed to by my parents.
- I will not give personal information when using the computer.
- I will not use the computer to spread rumors or create conflict with other students.
- I will bring the computer to school fully charged every day.
- If I forget my computer, I understand I will be allowed to call home for someone to bring it to school.

- If I do not have my computer in class, I may be required to complete an alternate assignment if the computer is being used in class. I will still be responsible for completing the missed computer assignment.
- I agree that e-mail (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
- I will not attempt to clean or repair the computer.
- I will return the computer when requested and upon my withdrawal from Sperry Public Schools.
- I understand that if I violate any of these rules, I may lose the privilege to use the computer at home or even at school.
- I will return the computer in good condition and repair when requested and upon my withdrawal from Sperry Public Schools.

If I deliberately damage, or through negligence, allow damage to my computer, the following punishments will be enforced:

1st Offense: I will not be allowed to take the computer home for a period of two weeks, which would include two full weekends, and I will pay a fine of \$25.00.

2nd Offense: I will not be allowed to take the computer home for a period of nine weeks, and I will pay a fine of \$50.00.

3rd Offense: I will not be allowed to take the computer home for a period of one calendar year, and I will pay a fine of \$100.00.

4th Offense: I will not be allowed to take the computer home for the remainder of my enrollment at Sperry Public Schools.

NOTE: I understand that I will, however, in each event be allowed to use a computer at school during the school day as needed to complete assignments, but may have Internet privileges limited or denied.

COMPUTER LOAN AGREEMENT

Student _____ Grade _____

Username _____ Home Phone _____

Home Address _____

Checkout Date _____ Scheduled Return Date _____

Item Description	Make and Model	Serial Number/ Item Number	Condition
	Make: Model:		

The above listed item (the “Equipment”) is being loaned to the above named student and to the student’s parents or legal guardians (collectively the “Borrower”) and is new or in good working order. It is Borrower’s responsibility to care for the Equipment and ensure that it is kept in a safe environment. This Equipment is, and at all times remains, the property of Independent School District No. 8 of Tulsa County, Oklahoma, a/k/a Sperry Public Schools (the “District”) and is loaned to Borrower for educational purposes for the academic school year. Borrower may not deface or destroy this Equipment in any way. Inappropriate use of the Equipment or use in violation of the District’s Acceptable Use Policy may result in the student losing his/her right to use this Equipment. The Equipment will be returned to the District when requested, at the end of the academic school year, or sooner, if the student withdraws from Sperry Public Schools prior to the end of the school year. The Equipment may be used by Borrower only for non-commercial purposes, in accordance with the District’s Computer Loan Policy, Acceptable Use Policy, Student Handbook, and all applicable local, state, and federal laws, rules, and/or regulations.

Borrower may not install or use any software other than software owned or approved by the District and made available to Borrower in accordance with this Agreement. Borrower agrees not to copy or make any unauthorized use of or modifications of such software or to use such software in any way which violates the software license. Borrower agrees to indemnify the District for any claims arising from Borrower’s misuse of the Equipment including claims alleging infringement of copyright or other intellectual property rights.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower’s Equipment or data storage mediums and Borrower agrees to use Borrower’s best efforts to ensure that the Equipment is not damaged or rendered inoperable by any such electronic virus while in Borrower’s possession.

The Borrower shall be responsible for damages, resulting from negligence and/or intentional acts, to the Equipment and for loss or failure to return the Equipment. Borrower acknowledges and agrees that Borrower’s use of the Equipment is a privilege and that by entering into this Agreement, Borrower acknowledges Borrower’s responsibility to protect and safeguard the Equipment and to return the same in good condition and repair.

Parent Signature: _____

Date: _____

Print Name: _____

Date: _____

Student Signature: _____

Date: _____