

Device Lending Agreement

A Chromebook or Tablet and accessories in good working order are being loaned to each student. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.

The device remains, at all times, the property of the East Allegheny School District and is loaned to the student for educational purposes only. The student may not deface or destroy this property in any way. The device is for the use of the student only; family and friends are not permitted to use the equipment. Inappropriate use of the device may result in the student losing his or her right to the use of the device. **The device must be returned when requested by the East Allegheny School District. Additionally, the device must be returned if a student's enrollment status changes and/or if the student withdraws from the District prior to the end of the school year.**

The District property may be used by the student only for non-commercial purposes, in accordance with District policies and rules, the District's Internet Acceptable Use Policy, as well as local, state, and federal law.

The student may not make or allow others to make any attempts to add, delete, access, or modify District owned information on this device or any school owned equipment. The East Allegheny School District network is provided for the academic use of all students and staff. The student agrees not to take action that would interfere with the efficient, academic use of the school network.

Device tags have been placed on the devices. These labels are not to be removed or modified. If they become damaged or missing, contact the IT support staff for replacements.

The student agrees to use his or her best efforts to assure that the District property is not damaged or rendered inoperable while in the student's possession.

No Expectation of Privacy

No one should have any expectation of privacy or confidentiality with regard to any usage of a device issued by the District, regardless whether the usage happens for school-related purposes or not. At any time, without prior notice of consent, the District may access, supervise, view, monitor, log, and record student use of the device at any time for any reason related to the operation of the District. At any time, the District may inspect the contents and condition of the device. By using a device, students agree to such access, monitoring, and recording of their use.

Monitoring Software - School administrators, teachers, and instructional technology staff may use monitoring software that allows them to view screens and activity on student devices at any time.

Files Downloaded onto Devices - All images, documents, files, and apps downloaded onto the device become the property of East Allegheny School District as allowable by law.

Student Responsibilities:

The device is an important learning tool and is to be used for educational purposes only. In order to take the device home each day, you must be willing to accept the following responsibilities.

- When using the device at home, at school, and anywhere else I may take it, I will follow the policies of the East Allegheny School District, particularly the Student Handbook and the Internet Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the device with care by not dropping it, exposing it to water, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may become damaged or stolen.
- I will not lend the device to anyone, not even my friends or family members for personal use; it will stay in my possession at all times.
- I will not remove District-owned programs or files from the device.
- **I will charge my device nightly so that it has a full charge at the start of every school day.**
- I understand that if I leave my device at home or if I do not charge it, I am still responsible for getting coursework done, as if I had my device present and charged.
- I will bring the device to school every day. If I leave my device at home for multiple consecutive days, I may be called upon to bring the device in to verify possession and condition.
- I agree that email (or any electronic communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and I will not share them with anyone.
- I will not attempt to repair the device. If it is not working properly, I will notify IT support staff, teachers, or administrators.
- I will bring the device to IT support staff or an administrator if it needs repair. Upon inspection, if the device needs repair, the student's record will be checked, and a loaner may be provided if the student is eligible, and appropriate fees will be charged to the student.

Parent/Guardian Responsibilities:

Your son/daughter has been issued a device to improve his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient and ethical operation of this computer.

- I will monitor my child's use of the device at home, including the use of the Internet and email correspondence.
- I will discuss our family's values and expectations regarding the use of the Internet at home.
- I will not attempt to repair the device, nor will I attempt to clean it with anything other than a dry cloth.
- I will report to the school any problems with the device and will not delete any District software.
- I will make sure my child charges the device nightly.
- I will make sure my child brings the device to school every day.
- I agree to make sure that the device is returned to school when requested or upon my child's withdrawal from the East Allegheny School District.

East Allegheny School District Device Lending Agreement

As part of the East Allegheny School District 1:1 Device initiative, your student is being provided with a Chromebook or tablet and a power adapter to use for educational purposes both at school and at home. In order for your student to receive his/ her assigned device, his/her parent/guardian must sign and return a copy of the 1:1 Device Loan Agreement Form. Students and parents/guardians must carefully read this agreement prior to signing it.

Any device that is distributed to a district student is to be utilized exclusively for the East Allegheny Educational Plan. Neither the student, nor any family member may use this device for any other reason. No programs or other software should be downloaded onto the device without prior permission of the students' building Principal and the District Technology Department. No music, movies, apps or games should be downloaded or installed on the district device.

Students and parents are responsible for maintaining this equipment in the condition in which it was distributed. Parents and students will incur all expenses resulting from attempts to tamper with, damage or misplace equipment. You may purchase insurance that will cover accidental damages for the cost of \$30 per year. The insurance does not cover lost or stolen devices. If you elect to not purchase the insurance, you will be responsible to cover all costs related to any damage. Below are the pricing guidelines for equipment fixes and replacements:

Damaged/Lost Chromebook/Tablet:	\$238.00
Damaged/Lost Power Adapter:	\$45.00

No replacement devices will be given. If loss or damage of components occur, the family must notify their students' building Principal immediately. If costs are incurred, only cash or check reimbursement payment will be accepted.

The East Allegheny School District will not issue a diploma to any student who has not returned the EA Continuity of Education device and its components in good working order, or who has not paid for any necessary repairs. The East Allegheny School District reserves the right to contact a collection agency to recoup any lost equipment or money.

I _____ have read the above statements and agree to adhere
Parent's Name Printed

to all East Allegheny School District Continuity of Education Device Lending Agreement guidelines.

Device Serial Number:

Power Adapter: Yes

Students Name:

Parent's Signature: _____ Date: _____

East Allegheny School District 1:1 Device Accidental Damage Insurance

The computing devices provided to students in the East Allegheny School District are costly pieces of equipment that require proper handling. Students need to follow all usage guidelines and use caution when handling the equipment. However, accidents happen and repairs can be costly. To this end, the East Allegheny School District is offering low cost Accidental Damage Insurance to its families. Insurance is recommended, but is not mandatory. **If you choose not to purchase insurance and the device is damaged, the parent/guardian is financially responsible for all repair or replacement costs.** The non-refundable insurance fee is valid for the current school year only. Insurance may be purchased within 10 days of receiving the device and is only valid for the school year in which it is purchased.

This insurance policy covers damage that may occur from accidentally dropping the device, or any other accidental damage. **Damage that occurs from intentional acts will result in the complete repair and/or replacement cost to be paid by the student/guardian.**

The accidental insurance fee for each school year is \$30. Financial assistance is available for those families who would like to participate in the accidental insurance program, but are financially unable to do so. Please contact your child's principal for details. Please make checks or money orders payable to the East Allegheny School District.

Any damage caused deliberately will be classified as vandalism. Students will be billed for repairs caused by vandalism, and will be subject to disciplinary action. If the device is misplaced, lost, or stolen, you must notify the school immediately and file a police report. The insurance policy does not cover loss or theft.

The school district encourages the purchasing of insurance, as it provides peace of mind for the student and Parent/Guardian.

_____ **I DO** wish to purchase insurance. I have read and understand this document and agree to the conditions described within.

_____ **I DO NOT** wish to purchase insurance at this time. I understand that by doing so, I am financially responsible for all repair costs should the computer become damaged. I have read and understand this document and agree to the conditions described within.

Student Name:

Device Serial Number:

Parent/Guardian Signature: _____ Date: _____

For Office Use Only:

Payment Amount: _____ Check Number: _____ Date: _____