

KEEP THIS AT HOME - Westside Community Schools – KEEP THIS AT HOME **2016-17 School Year**

Computer Loan Agreement Description of Terms

Parent Responsibilities

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

- I will supervise my son's/daughter's use of the MacBook at home.
- 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 Internet and email.
- I will not attempt to repair or clean the MacBook.
- I will report to the school any problems with the MacBook.
- I will not load or delete software from the MacBook.
- I will make sure that my son/daughter recharges the MacBook battery nightly.
- I will make sure my son/daughter brings the MacBook to school every day.
- I understand that if my son/daughter comes to school without his/her computer, I may be called to bring it to school.
- I agree to make sure that the MacBook is returned to the school when requested and any time he/she ceases attendance.
- I understand that my son/daughter will not be allowed to bring their personal laptop/notebook computer to school. Only school-issued computers may be used at school.
- Any use deemed irresponsible or inappropriate by the District may result in the loss of his/her right to possess and/or use this computer and may also result in disciplinary or other action.

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 accept the following responsibilities.

- When using the MacBook at home, at school, and anywhere else I may take it, I will follow the policies of the Westside Community Schools—especially the Student Code of Conduct—and abide by all local, state, and federal laws.
- I will treat the MacBook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- My MacBook is my responsibility and will stay in my possession at all times.
- I will not load any software on the MacBook.
- I will not remove programs or files from the MacBook.
- I will honor my family's values when using the MacBook.
- I will not give personal information when using the MacBook.
- I will bring the MacBook to school every day.
- I agree that email or any other computer communication shall be used only in compliance with this Agreement.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will clean my MacBook using only the cleaner provided by my teacher.
- I will recharge the MacBook battery each night.
- I will return the MacBook when requested and upon my withdrawal from Westside Community Schools.
- I will place the MacBook in its protective sleeve when not in use and when it is being moved.

One Apple MacBook Air, charger and case are being lent to the Student/Borrower ("Student") and are in good working order. It is Student's responsibility to properly care for the equipment and ensure that it is kept in a secure place.

This equipment is and remains the property of Westside Community Schools, and is lent to the Student for educational purposes only for the academic school year. Student shall not deface or destroy this property in any way. This laptop is provided on the condition that it must be used responsibly, appropriately, and in accordance with District's policies and rules, the Student Code of Conduct, as well as, local, state, and federal law, and shall not be used for commercial purposes. **Any use that violates these requirements may result in loss of the right to possess and/or use this computer and may also result in disciplinary and/or other action, including referral to law enforcement.**

Any and all use may be monitored and viewed by the District at any time. Use of this laptop is **not** private.

The equipment must be returned to the school upon request by Westside Community Schools, or at any time the Student ceases to attend Westside Community Schools.

Student may not install or use any software other than software owned or approved by the District and made available to Student in accordance with this Agreement. One user account with specific privileges and capabilities has been set up on the laptop for the exclusive use of the Student to which it has been assigned, and he/she shall make no attempt to change or allow others to change the privileges and capabilities of this user account.

The Student shall not attempt to add, delete, access, or modify other user accounts on the laptop and on any school-owned computer.

The Westside Community Schools network is provided for the academic use of all students and staff, and the Student shall take no action that would interfere with the efficient, academic use of the network.

Identification and inventory labels/tags have been placed on the laptop. These labels/tags are not to be removed or modified and in the event they become damaged or removed, contact tech support for replacements. Additional stickers, labels, tags, or markings are not to be added to the laptop.

An email account may be available for each Student to use for appropriate academic communication with other students and staff members.

It is the Student's responsibility to regularly back up his/her files. Ask for assistance if needed.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Student's other data storage medium and Student shall use his/her best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in his/her possession.

Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Use of the District Property is a privilege and not a right. Student acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Westside Community Schools.

Computer Damage/Loss Cooperative Fund Description of Terms

Please read the entirety of the following section to determine if this program is needed for you and your student's protection against damage and loss of the loaned computer equipment in your care.

COVERAGE AND BENEFIT

This agreement covers the computer loaned to the student against all damage or loss over \$100.00. Accessories valued less than \$100.00 are not covered. Coverage is 24 hours per day. Total value will be determined at the time of loss or damage. In no case shall the value be greater than \$1032.00. In the event of damage or loss, this agreement will pay 70% (up to \$722.00) of the amount of damage or loss. You will be responsible for 30% (up to \$310.00) of the amount of damage or loss.

EFFECTIVE AND EXPIRATION DATES

This coverage is effective from the date this request form and payment are received by the school through the date at which the computer is requested to be returned in good order to the school.

COST TO PARTICIPATE

The cost is \$40.00 per school year. Partial semesters are not refundable.

It is agreed and understood that:

- Participation is offered to all students.
- Participation is totally voluntary.
- A separate application will be needed for each computer covered.