

**Denver Community School District
Laptop Computer Loan Agreement**

Student Name: _____ **Grade:** _____
(please print)

Parent Phone: _____

One 13 inch Apple MacBook Air, charger and bag are being lent to the Student/Borrower and are in good working order. It is Student/Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all time remains, the property of Denver Community Schools, and is herewith lent to the Student/Borrower for educational purposes only for the academic school year. Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student/Borrower losing his/her privilege to use this computer. The equipment will be returned to the school at the conclusion of the school year when requested by Denver Community Schools, or sooner, if the Student/Borrower withdraws from Denver Community Schools prior to the end of the school year.

The District Property may be used by Student/Borrower only for non-commercial purposes, in accordance with the District's policies and rules, the Denver Community School's Technology and Student Handbooks, as well as local, state, and federal statutes.

Student/Borrower may not install or use any software other than software owned or approved by the District and made available to Student/Borrower in accordance with this receipt and Agreement.

One user account with specific privileges and capabilities has been set up on the laptop for the exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account. The Student/Borrower agrees to make no attempts to add, delete, access, or modify other user accounts on the laptop or on any school-owned computer. The Denver Community School's network is provided for the academic use of all students and staff. The Student/Borrower agrees to 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. If they become damaged or missing, contact tech support for replacements. Additional stickers, labels, tags, or markings are not to be added to the laptop.

A school issued email account may be available for each Student/Borrower to use for appropriate communication. These email accounts are the property of Denver Community Schools.

It is the Student's/Borrower's responsibility to regularly back up his/her files to external media such as flash drives, CDs, DVDs, or hard drives. The District is not responsible for any computer or electronic viruses that may be transferred to or from Student/Borrower's flash drives or other data storage medium and Student/Borrower agrees to use his/her best efforts to assure that the District Property is

not damaged or rendered inoperable by any such electronic virus while in Student/Borrower's possession.

281-IAC 18.4 indicates "...Districts may charge a fine for overdue, lost or damaged school property..." Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrower's agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Denver Community Schools

Parent Responsibilities

Your son/daughter has been issued a MacBook computer to improve and personalize his/her education this year. It is essential that the following guidelines 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 the MacBook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will not take the MacBook somewhere else to be repaired. The Denver Community Schools Technology Department will repair, or send for repair, all MacBooks.
- 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, that he/she may not be able to participate in classroom activities, and his/her grade could be affected.
- I agree to make sure that the MacBook is returned to the school when requested and upon my son's/ daughter's withdrawal from Denver Community Schools.

In the event of damage to the computer and/or accessories are not covered by the warranty and within the student's control, the student and parent will be billed a fee:

- **\$10 for damaged and unusable bag**
- **\$80 for damaged or missing charger**
- **up to \$150 for first damage incident**
- **up to \$250 for second incident**
- **full cost of repair for all future incidents**

If the computer is lost or stolen, the student and parent could be billed the full cost of replacement. Additional fees may be assessed at final check-in at the end of the year. The Administration has the authority to waive the incident charges if the cause of damage is judged to be beyond the student's control and is viewed as an accident.

Parent Signature: _____

Date: _____

Print Name: _____

Office Verification: _____