**Denver Community School District**

**Laptop Computer Loan Agreement**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_**

**(please print)**

**Parent Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

One 13 inch Apple MacBook, charger and bag are being lent to the Student/Borrower and are in good working order. It is Student/Borrowerʼs 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 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 Districtʼs policies and rules, the Denver Community Schoolʼs 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 Schools 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 Studentʼs/Borrowerʼs 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/Borrowerʼs 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/Borrowerʼs 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/Borrowerʼs 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

**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 be willing to accept the following responsibilities.

* When using the MacBook at home, or at school, and anywhere else I may take it, I will follow the policies of the Denver Community Schools, 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, leaving it in a car in extreme weather conditions, or using it with food or drink nearby.
* I will not lend the MacBook to anyone, not even my friends or siblings; it 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. Any personal laptop I have will not be used at school.
* I agree that email (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 MacBook.
* I will recharge the MacBook battery each night.
* I will return the MacBook when requested and upon my withdrawal from Denver Community Schools.
* I will place the MacBook in its protective bag when not in use and when it is being moved.
* I will place my laptop in a secure location when not in use (locked up when possible).

**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.**

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Verification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_