

**Maquoketa Community Schools Computer Loan Agreement
2021-2022**

Student/Borrower: _____ Grade: _____
Last First

Parent / Guardian: _____ Parent Phone: _____

One computer, 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 insure that it is retained in a safe environment.

This equipment is, and at all times remains, the property of Maquoketa 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 Maquoketa Community Schools, or sooner, if the Student/Borrower withdraws from Maquoketa Community Schools prior to the end of the school year.

The District Property may be used for non-commercial purposes, in accordance with the Board Policy 605.6 and the Maquoketa Community School's Parent-Student Handbook, 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 and on any school-owned computer.

The Maquoketa 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.

Educational resource accounts may be available for each Student/Borrower to use for appropriate communication. These accounts are the property of Maquoketa 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.

Parent Responsibilities

Your son/daughter has been issued a 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 computer 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 computer, nor will attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the computer. I will not load or delete software from the computer. I will make sure that my son/daughter recharges the computer battery nightly.
- I will make sure my son/daughter brings the computer 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 computer is returned to the school when requested and upon my son's/daughter's withdrawal from Maquoketa Community Schools.

Student Responsibilities

Your computer is an important learning tool and is for educational purposes only. In order to take your computer home each day, 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 the policies of the Maquoketa Community Schools, 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, leaving it in a car in extreme weather conditions, or using it with food or drink nearby.
- I will not lend the computer to anyone, including friends or siblings; it will stay in my possession at all times.
- I will not load any software on the computer.
- I will not remove programs or files from the computer.
- I will honor my family's values when using the computer.
- I will not give personal information when using the computer.
- I will bring the computer to school every day.
- 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 computer.
- I will recharge the computer battery each night.
- I will return the computer when requested and upon my withdrawal from Maquoketa Community Schools.
- I will place the computer 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).

The undersigned acknowledge the failure to timely return the computer when scheduled or when requested shall result in liability by both parent and child for the value of the computer. The parties acknowledge the value of the computer shall be **\$405.00**. Parents are signing this agreement as guarantors for their child(ren).

Parent Signature: _____

Date: _____

Print Name: _____

Student Signature: _____

Date: _____

Print Name: _____