

## Immanuel Lutheran School Student Laptop Loan Agreement

Student/Borrower: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

One laptop and one power cord 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 times remains, the property of Immanuel Lutheran School, 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 Immanuel Lutheran School, or sooner if the Student/Borrower withdraws from Immanuel Lutheran School prior to the end of the school year.

The school property may be used by the Student/Borrower only for non-commercial purposes in accordance with the school's policies and rules, the Immanuel Lutheran School Handbook, Junior High 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 school 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 Immanuel Lutheran School 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 the Technology Director for replacements. Additional stickers, labels, tags, or markings are not to be added to the laptop or its power cord.

It is the Student/Borrower's responsibility to regularly back up his/her files to external media such as a flash drive or hard drive.

The school 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. The Student/Borrower agrees to use his/her best efforts to ensure that the school's property is not damaged or rendered inoperable by any such electronic virus while in Student/Borrower's possession.

Student/Borrower acknowledges and agrees that his/her use of the school's 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 school's property and return it in good condition and repair upon request by Immanuel Lutheran School.

## Immanuel Lutheran School Student Laptop Loan Agreement

Parent/Guardian Responsibilities	Student Responsibilities
Your student has been issued a laptop 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.	Your laptop is an important learning tool and is for <b>educational purpose only</b> . In order to take your laptop home each day, you must be willing to accept the following responsibilities.
I will supervise my child's use of the laptop at home.	When using the laptop at home, at school, or anywhere else you may take it, I will follow the policies of Immanuel Lutheran School, and abide by all local, state, and federal laws.
I will discuss our family's values and expectations regarding the use of the Internet at home and will supervise my child's use of the Internet.	I will treat the laptop 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 attempt to repair my child's laptop.	I will not lend the laptop to anyone; it will stay in my possession at all times.
I will not attempt to clean the laptop with anything other than a soft, dry cloth.	I will not load any software onto the laptop or remove programs or files from the laptop.
I will report to the school any problems with the laptop.	I understand that I am responsible for backing up my own files and important files should always be stored in at least two locations.
I will not load or delete software from the laptop.	I will honor God and my family's values when using the laptop.
I will make sure that my child recharges the battery nightly.	I will not give out personal information when using the laptop.
I will make sure my child brings the laptop to school every day.	I will bring the laptop to school every day and take it home each night.
I understand that if my child comes to school without his/her computer, that he/she may not be able to participate in classroom activities, and his/her grade may be affected.	I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
I agree to make sure that the laptop is returned to the school when requested and upon my child's withdrawal from Immanuel Lutheran School.	I will not attempt to repair the laptop.
I understand that my family is financially responsible for up to the full cost if damage occurs to the laptop less any deposits made.	I will only clean the laptop with a clean, dry cloth provided in my classroom.
	I will return the laptop when requested and upon my withdrawal from Immanuel Lutheran School.
	I will place the laptop in its protective case when not in use and when it is being transported.
	I will place the laptop in a secure location when not in use (locked up when possible). If I am attending after school events, I will secure it in my locker (not my gym locker) and retrieve it after the practice or game. If riding the bus, I will not remove my laptop from its bag during the trip home.

I have read & understand the computer loan agreement and acknowledge that failure to timely return the laptop when scheduled or when requested shall result in liability by both parent/guardian and student for the value of the laptop.

Parent/Guardian is signing this agreement as guarantors for their child.

Parent Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_