

**AP.11 District Technology Property Deployment Agreement**

While the primary purpose of the Breathitt County School District's technology equipment is for use on site during the instructional day, students will also be able to utilize devices for anywhere, anytime learning. **All students/parents/guardians will be required to sign this form and submit fees before technology equipment can be taken to a location other than a District facility. Technology equipment may be assigned under the provisions of the Acceptable Use Policy.**

**By completing and signing this form, I/we acknowledge and agree as follows:**

1. All use of the District's technology equipment will be for educational purposes. At no time will the equipment be used for personal, commercial or business use, or for political or religious reasons.
2. To abide by the provisions of the District's Acceptable Use Policy and adhere to copyright law. This includes no unlawful copying or distributing of software.
3. To use ordinary care and diligence in protecting, safeguarding, and supervising use of the equipment, all components and accessories, and returning it to the District in the same condition it was in prior to deployment, excluding normal wear and tear; and to assume liability for any damage, loss, or theft of the equipment while in my care.
4. To participate in training in the use and care of technical equipment as provided by the District.
5. It is recommended that individuals who are assigned technology equipment have homeowners, renters and/or automobile insurance coverage in case of theft or loss.
6. Any technology equipment that is lost, stolen or damaged will result in financial loss to the School District. If it is determined that the loss of a system, or damage to a system is a result of the individual's failure to comply with School District policies and procedures, or because of the individual's intentional act, the individual will be required to reimburse the School District for the cost of replacement or repair of the device.
7. Technology equipment should not be left in vehicles due to risk of theft, as well as damage that may be incurred by excessive heat or cold.
8. Technology equipment should not be left in an unsecured location.
9. In cases of obvious neglect, abuse or violations, the technology equipment will be taken from the individual and reassigned.
10. Problems with the functionality of the equipment must be reported to the District. No on-site home support will be available to users. If units need to be sent out for repair, loaner units will NOT be available.
11. All technology equipment must be recorded in the Breathitt County School District technology inventory. Breathitt County reserves the right to perform a physical inventory of the hardware at any time.
12. Technology equipment will receive mandatory diagnostic checks and virus software at the discretion of the Breathitt County School District technology coordinator. At such times, the equipment will be returned to the District Technology Office at 420 Court Street, Jackson, Kentucky.
13. Technology equipment should be immediately returned upon request to the District technology coordinator. Failure to do so will result in termination of deployment agreement.

**CURRICULUM AND INSTRUCTION**

14. Users are responsible for the backup of all personal data on the technology equipment. Breathitt County School District assumes no liability for the loss of data. All personal information should be saved to an external source.

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(CONTINUED)

**District Technology Property Deployment Agreement**

15. Individuals must report lost, damaged or stolen equipment within 24 hours to the District. Stolen equipment will be reported to the appropriate law enforcement agency to insure thorough investigations, pursuit of criminal prosecution and full restitution, when possible, to the fullest extent of the law.

16. To return the technology equipment to the school:

- a. On or before the due date on this agreement.
- b. Prior to the due date if requested by the authorizing supervisor or technology coordinator.
- c. When withdrawing.

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**ITEM INFORMATION**

**(to be completed by authorizing supervisor or technology coordinator)**

<b>Equipment Description</b>	<b>Brand</b>	<b>Model No.</b>	<b>Serial No./ Service Tag</b>	<b>Inventory Tag Number</b>

Date Checked Out: \_\_\_\_\_ Due/Return Date: \_\_\_\_\_

**STUDENT INFORMATION**

**(To be completed by parent/guardian)**

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone No.: \_\_\_\_\_ Cell: \_\_\_\_\_

*I/We have read and agree to comply with the Technology Equipment Deployment Agreement. I understand that any violation of the procedures may result in my child not having access to equipment for use away from District facilities. I also understand that I assume accountability and responsibility for any equipment I check out on behalf of my child.*

*I agree to release, indemnify and forever discharge the Breathitt County School District, its successors and assigns, its agents and employees and all other persons, firms or corporations, who are or might be liable in any way, from and against any liability or responsibility whatever of any kind and nature, arising from and by reason of use of Breathitt County School District's equipment and participation in its check out.*

CURRICULUM AND INSTRUCTION

User Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Responsibility for Assigned Equipment**

User's Name _____			
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
User's Address _____			
<i>City</i>	<i>State</i>	<i>Zip Code</i>	
User's Age _____	Date of Birth _____	Sex _____	Phone Number _____ School _____
If applicable, User's Grade _____		Homeroom/Classroom _____	

Parent Name: \_\_\_\_\_  
*Last Name First Name Middle Initial*

Assigned Equipment: \_\_\_\_\_

Serial Number: \_\_\_\_\_

I have received the assigned equipment described above and agree to be responsible for its use.

\_\_\_\_\_  
Signature of Student Date

\_\_\_\_\_  
Parent/Guardian Date Signature of

08.2323 AP.22

**Laptop Deployment**

**LAPTOP DEPLOYMENT**

Laptop computers, made available for students are the responsibility of the student to whom the computer is issued; any violations of the policy below will be the responsibility of the student and parent/guardian. The following regulations are in effect for students using a District or school laptop at school, home, or any other location.

1. All existing policies and procedures outlined in the District Acceptable Use Policy (see 08.2323 and 08.2323 AP.1) apply to all users of laptops. In addition to this addendum, a signed AUP must be on file at the school or District level before a laptop is issued to a student.

## CURRICULUM AND INSTRUCTION

2. Students and their parent or guardian must attend a mandatory one-hour school-level training session on the use and responsibility of the laptop prior to device being issued.
3. Laptops may be issued for the entire school year. At the end of the school year, laptops will be returned to the school.
4. After the required training and permission forms are in place and fees have been paid, students will be assigned laptops for the school year. Students who have not paid fees will be assigned laptops for school use, but may not take devices off school property.
5. Laptop use is for instructional purposes only unless otherwise directed by the classroom teacher.
6. It is the student's responsibility to ensure that there is enough battery life, hard drive space and RAM available to engage in all educational requirements.
7. The laptop's filtering and security settings shall not be changed at any time.
8. Students at no time will vandalize or deface laptops (by using stickers, markers or other items or removing any manufacturer or District labeling). Students are prohibited from taking apart the computer.
9. Illegal use or transfer of copyrighted materials is prohibited at all times.
10. Students are prohibited from using another student's login name and password. Every effort must be made by the student to keep his/her login name and password secure. All passwords must remain confidential and should not be shared among students.
11. Additions, modifications or deletion of software and computer settings must not occur without specific written consent from the school or District.
12. Obscene language and/or materials, including screensavers, backdrops, and/or pictures are prohibited.
13. Students are prohibited from sending non-instructional related e-mails, instant messages, and/or hosting web pages with the laptop.
14. Downloading music, games, and videos from the Internet to the laptop is strictly prohibited unless specific written permission is granted from the school or District for instructional purposes.

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(CONTINUED)

### **Laptop Deployment**

#### **LAPTOP DEPLOYMENT (CONTINUED)**

15. Chat rooms are not to be accessed using the laptop.
16. The District is only responsible for original District loaded software. Any personal software or data is subject to removal anytime during routine upgrades, maintenance, repairs or as a result of Acceptable Use Policy violations.

**CURRICULUM AND INSTRUCTION**

- 17. Repairs required due to normal use and operation of the laptop are covered by the manufacturer’s warranty and school technology funds.
- 18. Repairs or replacement required due to negligence by the student shall be reimbursable to the District up to \$1,000 per occurrence. Failure to make timely payments on any outstanding balance shall result in revocation of all technology access as well as other school privileges as deemed appropriate.
- 19. If a laptop is lost or stolen, students are responsible for immediately notifying the school.
- 20. Students should never leave laptops unattended unless they are stored in a locked location (locker, classroom, etc.)

Recommended dispositions for violation(s) of the above requirements may include one or more of the following: student conference, parent conference, computer re-imaging, detention, inschool suspension, confiscation of the computer and/or restricted access, placement in alternative education, suspension, expulsion, financial restitution, and/or appropriate legal action.

I have read the preceding statements, understand them, and agree to adhere to the terms of this policy.

_____	_____
User Name (Please Print)	Grade
_____	_____
User Signature	Date
_____	_____
Parent Signature	Date

Review/Revised:7/29/2015

To complete this form please click the link below. Be sure to complete all four sections and to click submit at the end of the form.

[Fillable Form](#)