



Mt. Lebanon School District

7 Horsman Drive • Pittsburgh, Pennsylvania 15228-1107 • 412-344-2100

www.mtlsd.org

MTLSD Equipment Loan Agreement

Parent/Guardian Name: _____

Under the MTLSD Equipment Loan Program, students enrolled in grades K-5 will borrow a device (iPad or Chromebook) for educational use both in school and at home. This device will come with a charging cable as well. This equipment is the property of MTLSD and is on loan to the student for the duration of their studies at MTLSD or until the District requests the return of the device. Please initial the items below, sign the bottom of this form, and use this form to pick up your student's District-owned technology device.

_____ 1. I have read and agree to the Conditions of Use on the reverse side of this document.

_____ 2. I have read and understand the Terms and Conditions of the District's Equipment Protection Plan (EPP) as outlined on the reverse side of this document. The EPP is **OPTIONAL** and is **NOT** required. The EPP will cover a single 1:1 District-owned device for the 2022-2023 school year - starting on July 1, 2022, and concluding on June 30, 2023. A new or renewal EPP must be obtained yearly for each District-owned device.

_____ 3. I elect to ENROLL NOT ENROLL (check one)

in the District's Equipment Protection Plan (EPP) for the District-owned device being loaned to the student below for the duration of the 2022-2023 school year. I understand this cost for the 2022-2023 school year is \$35 per borrowed device. The link to enroll in the EPP for this device can be found at <https://www.mtlsd.org/families/technology/one-to-one>

Parent/Guardian Signature: _____ Date: ___/___/___

Student Name	
MTLSD Student Number	
School [Grade]	
MTLSD Asset Tag #	



District Equipment Conditions of Use

- We will not install or use any other software other than that which has already been installed on the device by the School District's Technology Department.
- We will not alter or modify the pre-installed software in any way.
- The equipment is the property of MTLSD and is on loan to the student for educational purposes for the current academic school year. The device will not be defaced or destroyed in any way. The application of stickers that cause no damage to the device upon removal IS permitted.
- Each device has been identified with a MTLSD barcode label for inventory and repair issues. WE WILL NOT remove or damage this label. If the label is damaged or removed, contact the MTLSD Technology Department for a replacement.
- MTLSD is not responsible for any electronic viruses that may be transferred to or from the device, student storage media (i.e. jump drives, etc.), or other technological tool or resource used with the District equipment.
- When the device is required for class work, the student must have his/her device at school and in class ready to work. This includes a responsibility to have the device battery charged and ready to go.
- We will return any and all equipment when requested by MTLSD.
- Improper use of copyrighted material in any format will be deemed as plagiarism and punished accordingly.
- We will not lend the equipment to anyone. The equipment should remain in the student's possession at all times.
- Use of technology for commercial activities (including, but not limited to activities requiring the exchange of money/credit card information, charging the District for fees, purchases or sales of any kind, solicitations/donations, advertising, and/or political lobbying) is strictly prohibited.
- Devices are intended to be taken home each night. Storage of the device in a student locker is not recommended.
- In compliance with the Children's Internet Protection Act (CIPA), MTLSD filters Internet content accessed using your school-owned device. Family supervision is encouraged while District equipment is being used at home. Individuals may also be held accountable for content accessed and downloaded at home and brought into the school network.
- When transporting the device, it will always be securely fastened in a secure case or pack.
- Each student in the schools of this District is charged with the responsibility for the proper care of school supplies and equipment entrusted to his/her use. Students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents and guardians of students shall be held accountable for student actions.
- We will not eat or drink when using the equipment. Crumbs, spills, and other messes can damage the equipment.
- We will clean the equipment regularly. Use only a clean, damp, lint-free cloth to clean the computer's exterior. To clean the screen, use only a clean, soft, damp lint-free cloth with water only. WE WILL NOT spray liquid directly onto the screen. Avoid getting moisture in any openings.
- If you or your student experience technical difficulties with the equipment supplied by the School District, there will be a number of support systems in place to assist you. Visit <https://www.mtlsd.org/families/technology/one-to-one> for details

Equipment Protection Plan (EPP) Terms and Conditions

- The parent/guardian will submit a \$35 check or money order, payable to Mt. Lebanon School District, upon enrollment to cover any accidental damage to the device during each school year. The annual \$35 fee is not refundable at the end of a school year but covers accidental damage or theft during the school year. If a parent/guardian does not submit the \$35 fee, the parent/guardian will be fully responsible for any and all repair or replacement costs.
- Students and their parent/guardians agree that they are jointly responsible for any and all repair/replacement costs for their District-owned device unless determined otherwise by the Mt. Lebanon School District, or unless covered by the EPP. If it is determined through an investigation that the student's device was damaged by another student, all students involved will be financially responsible for the damage incurred.
- In order for the EPP to provide coverage for the theft of a device, the family must submit a copy of a police report relating to the incident.
- Intentional damage, abuse, vandalism, or improper use/care, which results in structural damage including, but not limited to: bending, missing parts/components, dents, scratches, cracks, modifications, or disassembly of the device, etc. will NOT be covered by the EPP.
- The EPP does NOT provide coverage for lost or damaged chargers, charging/power cables, cases, and/or styli.
- For ALL District-owned devices, repairs must be completed by the District. Students/Families must submit a report using the form at www.mtlsd.org/families/technology/one-to-one to request a repair. Students/Families are not authorized to repair or have third parties repair any District-owned student device.
- Enrollment in the EPP must be completed by October 1, 2022. If you move into the District after the school year starts, enrollment must be completed by 2 weeks after your elementary student's start date.
- Damage to a District-owned device prior to the purchase of the EPP will be ineligible for coverage and the total repair/replacement cost will be the responsibility of the student/family.
- There is no cost to the students and parents/guardians if the District determines that a returned device is to be replaced due to obsolescence.
- This agreement will remain in effect while attending the Mt. Lebanon School District until the device is returned in good working order after full compliance with the terms of this Agreement.