



## **Technology Loaner Program Assurances Agreement**

### **Overview**

Welcome to the Calcasieu Parish School Board (CPSB) device loaner program. This computer is property of CPSB and provided to you while enrolled in Bell City High School for use in the Device Loaner Program (DLP). There will be a \$20 non-refundable deposit to receive a device.

### **Student Responsibilities**

The device is an educational tool and should be used in that capacity only. The student is responsible for the device at all times. The student is the only authorized user of the assigned device. Never share or swap devices with another student. Keep your password CONFIDENTIAL.

- Do not EAT or DRINK near your laptop/iPad.
- Avoid touching the laptop screen.
- Do not mark the device in any way with markers, stickers, etc.
- Do not leave device in vehicles.
- Laptops/iPads cannot tolerate extreme temperatures.
- Do not remove CPSB labels or asset tags.
- Do not add stickers, labels, or decorations.
- Do not install or remove any software/apps, and do not try to bypass the CPSB network content filter.
- Do not pick up the laptop by the screen.

CPSB Acceptable Use Policy (AUP) continue to apply when using the device at home.

The student's use of the device, both on and off campus, must comply with the guidelines and procedures outlined by CPSB AUP, Web Publishing Policy, Code of Conduct and the school's Student Handbook. Unacceptable use may result in loss of privilege. Home use of CPSB devices should be monitored and supervised by parent/guardian whenever possible.

### **Computer Care**

To protect the device and its cords, the laptop/iPad should be stored in a safe, secure place when not in use. Screens can be cleaned using a soft screen cloth. Spraying cleaners directly on the screen can damage the device, so make sure to only use tech specific cleaners and spray them on the cloth, not the screen. CPSB provides asset tags on every device and should always remain on the device.

### **Computer Issues?**

If the device encounters any issues that prevent proper use (i.e. power issues, pop ups, software problems), please contact your school to find out how to swap it out for an alternate working device.

### **Software/Access**

CPSB has provided each device with the appropriate applications to access all your educational materials. Virus protection is also included on laptops. The student is responsible for backing up their own files, preferably on Microsoft OneDrive. The student will not have access to download/install additional programs/apps. A web filter is installed to protect students and to comply with Federal laws and the Children's Internet Protection Act (CIPA).

### **Passwords**

All passwords and login information must remain private. The student is responsible for all activity conducted under their username and password.

### **Liability**

Although the device is provided by CPSB, it is the responsibility of the parents/guardians to monitor the use of the device and keep it secure. If loss/theft occurs, the student and parent/guardian are responsible for the replacement cost up to \$500. In the event of damage to the device, the district administration will review the incident to determine the reasonable costs of repair not covered by warranty. For safety and security reasons, any damage/loss/theft must be reported as soon as possible to the school and the district. If the device is stolen, contact law enforcement immediately to file a police report; the police report must be turned in to the school administration.

\*\*\*Note: If for any reason the student's device is lost, stolen, destroyed or intentionally damaged, the student will not be issued another laptop.

Loaner Equipment Description: laptop with a battery inside laptop and a power adapter (grades 3-12) or iPad with power adapter and cable (grades PreK-2)

<b>Service Tag #:</b> This will be filled in for you	<b>CPSB Fixed Asset Tag #:</b> This will be filled in for you
<b>Model:</b>	Initial that you have received the following: This will be filled in for you
_____ Relay filter installed	_____ Laptop with battery _____ iPad
_____ No physical damage	_____ Laptop Power Adapter _____ iPad Power Adapter and Cable
_____ Parent/Guardian has paid the \$20 annual damage subscription	

\*\*\*\*\*

**Complete the information below:**

<b>Student Info:</b>	This will be filled in for you	This will be filled in for you	This will be filled in for you
	<b>First Name</b>	<b>Last Name</b>	<b>Student ID</b>
<b>Parent/Guardian Info:</b>	This will be filled in for you	This will be filled in for you	If blank, must be filled in!
	<b>First Name</b>	<b>Last Name</b>	<b>Driver's License #</b>
<b>Parent/Guardian Email Address:</b>	Please list PARENT email here		
<b>Home Address:</b>	Please fill this out		
<b>Home Phone:</b>	Please fill this out	<b>Work Phone:</b>	Optional
<b>Cell Phone:</b>	Please fill this out		

By signing this form, the student and the student's parent/guardian certify that they have carefully read, understand and accept all terms and conditions stated in this document, which will govern the student's possession and use of a CPSB device and power adapter and understand they are solely responsible for the use and care of the device once issued to the student.

**Parent MUST sign here**

**Leave blank, Ms. Fruge will fill out**

Parent Signature

Checkout Date

**Student MUST sign here**

**Leave blank, Ms. Fruge will fill out**

Student Signature

Checkout Date

I certify that this laptop/iPad has the Relay web filter properly installed.

Brandi Fruge

**Ms. Fruge will sign here**

CPSB Employee Name (Print)

CPSB Employee Signature

Parent signature and date upon returning equipment.

**Parent will sign here and send with device when returning to school.**

Parent Signature

Return Date

Ms. Fruge will email a copy of the signed returned contract when the device is returned.  
Questions? Email brandi.fruge@cpsb.org