



DEVICE LOAN AGREEMENT

Tangipahoa Parish School System

(device can be a Chromebook, iPad or Laptop)

TPSS has purchased a district wide Accidental Damage Plan (ADP) for Chromebooks. Any accidental damage to Chromebooks will be covered under the TPSS Accidental Damage Plan with no charge to the student's account. Chromebooks take the place of traditional textbooks and are utilized for state and local assessments.

Sign Page 2 and Return to the School

Device Agreement

- One device, with charging adapter, is being provided to the student in excellent working order.
- Students may not alter the device or charging equipment in any way. For example, students may not write on or place stickers on any of the Tangipahoa Parish School System loaned equipment.
- The device and charger are the property of Tangipahoa Parish School System and are loaned to the student for educational purposes only for the academic school year. The student may not deface or destroy property in any way. Inappropriate use of the device may result in the student losing his or her right to use the device. The equipment must be returned when requested by Tangipahoa Parish School System, or if the student withdraws from a Tangipahoa Parish School prior to the end of the school year.
- The device may be used by the student only for non-commercial purposes, in accordance with the district's policies, rules, and the district's Technology Acceptable Use Policy, as well as, local, state, and federal statutes.
- One user with specific privileges and capabilities has been set up on the device for the exclusive use of the student to which the device has been assigned. The student may not change or allow others to change the privileges and capabilities of the user's account.
- The student should not attempt to add, delete access, or modify other users' accounts on the device.
- The device has identification labels on it. These identification labels should not be altered, removed, or modified in any way. Removing these labels results in total loss of the device; therefore, you will be charged for the device.
- The student acknowledges and agrees that the use of the device is a privilege and that by agreeing to the terms hereof, the student acknowledges his/her responsibility to protect and safeguard the device and to return it in the same excellent condition that it was received.
- In the event that the device and/or charger is **intentionally** damaged, lost or stolen, the parent/guardian is responsible for the cost to replace the equipment.
- The district has the ability to track the location of each device and remotely control access to each device. In the event of theft or loss, it is very important to notify a school administrator immediately.

Parent/Guardian Responsibilities

Your child has been issued technology equipment owned by the Tangipahoa Parish School System to improve and personalize his or her education. It is essential that the following guidelines be enforced to ensure the safe, secure, and ethical use of the technology equipment. Therefore the parent agrees to:

- ✓ Supervise the child's use of the loaner technology equipment at home.
- ✓ Discuss family expectations regarding the use of the Internet at home.
- ✓ Supervise the child's use of the Internet.
- ✓ Not attempt to repair the device or clean it with anything other than a soft, dry cloth. Do not use window cleaner or any other liquid cleaner to clean the device.
- ✓ Immediately report, to the school, any problems with the device, including damage or theft.



- ✓ Not allow my child to leave the device in a vehicle.
- ✓ Ensure my child recharges the battery each night.
- ✓ Return the loaned technology equipment to school when requested or upon the child's withdrawal from the Tangipahoa Parish School Board System.
- ✓ Reimburse the Tangipahoa Parish School System for the cost of lost, stolen or **intentionally** damaged loaned technology equipment.

Student Responsibilities

This device is an important learning tool and is to be used for educational purposes only. In order to borrow this technology equipment, the student must be willing to accept the following responsibilities:

- ✓ Abide by School, District, including the Student Code of Conduct and Technology Acceptable Use Policy, all local, state, and federal laws regarding technology use
- ✓ Treat the device and charging cables with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby
- ✓ DO NOT write, draw, place stickers or labels on the device.
- ✓ DO NOT lend the device to anyone, not even my friends or siblings
- ✓ DO NOT give personal information when using my device
- ✓ Use email or any other computer communication for appropriate, legitimate, and responsible communication
- ✓ Keep all accounts and passwords secure, and do not share these with any other person
- ✓ DO NOT attempt to repair or alter the device in any way
- ✓ DO NOT leave the device in a vehicle
- ✓ Recharge the device every night
- ✓ Return the device when requested or upon withdrawal from Tangipahoa Parish School System
- ✓ Provide the device as requested by any Tangipahoa School Board staff member to be inspected at any time.
- ✓ DO NOT take photographs or video of other people with the device except if required for an educational assignment.

Acknowledgement

By signing, I hereby acknowledge I have read, understand and agree to accept responsibility for the equipment assigned to the student.

Student Name: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Device Costs for Repair and Replacement

- ★ **Device Replacement Cost: \$250.00**
 - **Intentional** damage to a device that is beyond repair will be considered a total loss and will result in a \$250.00 charge to the student's account. The school will investigate to determine if damage was intentional.
 - A lost or stolen device will result in a \$250 charge to the student's account. If a device is deemed to be stolen, a police report will need to be filed and provided to the school
- ★ **Device Repair Cost: \$80.00**
 - **Intentional** damage to a device that can be repaired will result in an \$80 charge to the student's account, regardless of the damage. Cracked screen, keyboard damage, etc.
- ★ **Replacement Charger Cost: \$25.00**
 - If a device charger is lost or intentionally damaged, the charge is \$25 for a replacement.