



St. Martin Parish School Board Device Loan Agreement

This SMPSB district-owned device is being loaned to the student for academic purposes. This learning opportunity comes with certain responsibilities and obligations. Guidelines are provided herein and are part of the full technological educational experience and package. This agreement is in addition to the Student Acceptable Use Policy and Video and Teleconferencing Consent Form.

The student will receive a Chromebook device, device charger and charger cord. This device is the property of St. Martin Parish School Board and is being loaned to the student for educational purposes only until further notice. **Students must return the computer and related materials when requested in working and usable condition.**

BORROWER'S RESPONSIBILITY AND LIABILITY

- I understand that the device I am borrowing is the sole property of the St. Martin Parish School System. I may not transfer the device to someone else, sell, donate, or otherwise dispose of the borrowed device. I understand and agree that as the Responsible Signing Party, it is **my responsibility to ensure the timely return of devices to the District**. The student who leaves the district for any reason during the school year must return the device to the school at the time of withdrawal. I understand that failure to return borrowed items will be deemed as theft, and the appropriate legal action will be taken.
- I understand and agree that I am responsible for proper handling, care and use of the device. Devices and parts will be kept intact. I ensure it is retained in a safe environment.
- Chromebook and charger are barcoded. Barcode is NOT to be removed.
- The student will use their SMPSB account to login to the device. The Chromebook and the account are the property of SMP Schools and as a result may be subject to inspection at any time. The student should have NO expectation of privacy or materials found on a Chromebook or a school supplied Chromebook account. Students must protect their accounts and are required to keep their login credentials confidential. Students should not allow anyone else to use their Chromebook while the student is logged in.
- Students should not allow anyone else to use their Chromebook while the student is logged in.
- Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebook to another person.
- The St. Martin Parish Technology Department has the authority and ability to monitor any and all activity on school district devices.
- Follow all District Student Codes of Conduct and Acceptable Use of Policy, and abide by all local, state and federal laws.
- Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The chromebook can be cleaned with a soft, lint free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Alcohol (70%) wipes can be used to sanitize the device.
- Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem immediately to your teacher.
- Property may not be altered in any way, defaced or destroyed. This includes the identification labeling.
- Cameras are to only be used for photographs or video in educational assignments.
- Recharge the device nightly. Do not leave the device in a vehicle.
- The student is allowed to set up access to home wireless networks on his/her device.
- The Chromebook will be filtered for inappropriate content regardless of where the Chromebook is used.

- Device is used under the supervision of an adult. I will monitor and supervise my child's usage of the loaned device.
- In the case of loss of a device or components, I understand I could be held financially liable. In the event of loss, I will immediately contact the loaning school and Computer Services IT Department at 337-332-2105 (ext. 2843) or by email at christine_foster@saintmartinschools.org.
- In the case of theft, I understand that I will not be held responsible and must immediately report the incident to the police, file a police report and report to the loaning school and Computer Services IT Department.
- If an equipment breakage or malfunction occurs, I must immediately notify the loaning school and assigned teacher. Arrangements are to be made to return for repair.
- I understand it is illegal to copy or distribute any software loaned through the Computer Services IT Department. External devices are prohibited, including USB and flash drives. Any strategy used to circumvent security settings including removing the device from the district domain and/or management is a violation.
- Students may not use or install any custom operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district. Wiping/altering the operating system will result in disciplinary action. Students should not powerwash or factory reset their device.
- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update Chromebooks. Google extensions and applications will be loaded to student Chromebooks through the school district based on educational need, district discretion and admin/teacher request.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action.
- Google Apps for Education is a suite of applications (word processing, slideshow presentations, spreadsheets, etc.) that allows a user to create different types of online documents. A user can store their document, as well as other files, in the Google Cloud Account (Google Drive).
 - The student will save work to his/her Google Drive which will be accessible from any device with Internet access.
 - If a wireless Internet connection is not available, Google Apps for Education documents can be made available for offline editing prior to loss of Internet connectivity. Once connected to the Internet, offline documents will sync to the Google Cloud environment, allowing the student to work offline.
 - If a Chromebook needs repair, it is possible that files stored locally on the device may be lost if the device has to be reset.
- Failure to comply with these responsibilities will result in loss of future access to any technology from St. Martin Parish School Board, in addition to applicable financial or legal liability.
- If damage occurs to the equipment, district administration will review the incident, and Chromebook and accessories will be inspected. In the case of abuse, neglect, or intentional damage, the Parent/Guardian will be required to pay for the replacement of Chromebook or assessed repairs. The SMP SB Technology Department will make the final determination of any costs assessed. Should the parent choose to purchase the district device repair plan, the parameters of the plan will be applied.

____ (Parent/Guardian Initials) I agree to the assessed and documented condition of the loaned device. (Excellent/Flawless(no damages/like new), Good (Minor Scratches), Fair(Moderate Scratches and/or dents), Poor (Major scratches and or dents)). Condition is documented as _____.

____ (Parent/Guardian Initials) I agree that I am receiving a chromebook, charger, and charging cord, along with materials and information for care and usage.

The particulars of the device repair plan have been covered, including the family cap (\$60.00).

Select only ONE of the following options:

____ (Parent/Guardian Initials) I elect to purchase the District Device Repair Plan. I understand that I am responsible for the one time payment of **\$30.00**, which is to be paid at the time of checkout and is nonrefundable. I understand that the plan will cover damages that can be repaired only and **up to \$125.00** of the cost of repair. The plan does NOT cover lost or stolen devices. Should the device be returned beyond repair and replacement is needed, I understand that the plan will pay \$125.00 of the replacement cost. This plan covers one school year.

____ (Parent/Guardian Initials) I elect to apply the Family Cap for the District Device Repair Plan (\$60.00). I have provided the appropriate receipts of the \$60.00 payments. Plan paid to _____ (school) for sibling _____. All siblings covered and attending school _____.

____ (Parent/Guardian Initials) I elect **NOT TO PURCHASE** the District Device Repair Plan. By doing so, I accept full responsibility for the repair assessment costs should it be damaged. Cost will be the cost of **all** damages to the device or the current cost of the device replacement should it be unrepairable. If the device is lost or stolen, I understand that I will be responsible for the replacement cost of the device.

By my signature below, I hereby acknowledge I have read, understand and agree to the St. Martin Parish School District Device Loan Agreement guidelines and obligations. I am aware that the care and responsibility of the device as outlined in the agreement, both in and out of school, lies with my child. I understand that this device is the property of SMPSB and is loaned for educational purposes, use of this device will be monitored and the device is being tracked. I understand that, although the device is filtered for inappropriate content, no content filtering is capable of filtering 100% of the material available on the Internet. I recognize that any violations of this agreement may cause my child to have his/her computer privileges revoked and face disciplinary action, including, but not limited to, restitution for damages, or legal action. I will actively supervise my child's use of the Chromebook and the Internet at home.

Parent/Guardian's Signature/Date:

Student Signature/Date:

Parent/Guardian's Name Printed:

Student Name Printed:

Parent/Guardian Working Contact:

SMP Employee Issued Device Signature/Date:

SMP Employee Name Printed:
