

# St. Charles Parish Public Schools



## 2023-24 Device Loaner Agreement

A district-owned Chromebook and power adapter are being loaned to each student to be used as an important learning tool for educational purposes only. It is the student's responsibility to care for the equipment and ensure it is cared for in a safe environment.

- This device is the property of St. Charles Parish Public Schools. This device must be returned upon the student's exit from St. Charles Parish Public Schools, or when instructed by St. Charles Parish Public Schools.
- A \$20 annual technology fee is being assessed to all students with a \$40 family maximum.
- Misuse, negligent treatment, or multiple accidental damages of the device will result in disciplinary action and/or additional fees for repair.
- If the device is not returned, the family is responsible for the full cost of the device (\$250). If the device is stolen, the family must provide a police report.
- If the power adapter is not returned or is damaged, the family is responsible for the cost to replace the adapter (\$25).
- If the Chromebook case is not returned or is damaged, the family is responsible for the cost to replace the case (\$20).
- It is understood that the intentional failure to return the computing device to the school may constitute theft of district property. Any theft of district property, including the reported sale or transfer of the device for profit will be reported to the sheriff's office.

### **Parent/Guardian Responsibilities**

Your child has been issued technology equipment owned by St. Charles Parish Public Schools to improve and personalize his or her education. It is essential that the following guidelines be followed to ensure the safe, secure, and ethical use of the technology equipment.

Therefore, I agree to:

- ✓ supervise my child's use of the loaner technology equipment at home
- ✓ discuss my family's expectations regarding the use of the internet at home
- ✓ supervise my child's use of the internet on the Chromebook
- ✓ report, to the school, any problems with the Chromebook
- ✓ ensure my child recharges the battery each night
- ✓ return the technology equipment to school when requested or upon my child's withdrawal from St. Charles Parish Public Schools
- ✓ keep the Chromebook clean – power off the device and use a soft towel dampened with a safe cleanser to gently rub the keyboard, trackpad and case of the device; only a screen cleaner designed for electronic devices can be used on the screen
- ✗ not attempt to repair the Chromebook
- ✗ not allow my child to leave the Chromebook in a vehicle

## Student Responsibilities

Your Chromebook is an important learning tool and is to be used for educational purposes only. In order to borrow this technology equipment, you must be willing to accept the following responsibilities.

Therefore, I agree to:

- ✓ use the device only to access school assigned learning activities
- ✓ abide by the Student Code of Conduct, the Technology Acceptable Use Guidelines and all local, state, and federal laws
- ✓ treat the Chromebook and accessories with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby
- ✓ use for appropriate, legitimate, and responsible communication
- ✓ keep all accounts and passwords assigned to me secure, and not share these with any other person
- ✓ recharge the Chromebook every night
- ✓ bring the Chromebook with me to school every day
- ✓ return the Chromebook when requested or upon my withdrawal from a St. Charles Parish Public School
- ✓ provide the Chromebook as requested by any St. Charles Parish Public School staff member to be inspected at any time
- ✗ not attempt to bypass the school's mobile (internet) filter
- ✗ not use this device in a way that could be personally or physically harmful
- ✗ not attempt to find inappropriate images or content
- ✗ not engage in cyberbullying, harassment, or disrespectful conduct toward others
- ✗ not use language online that would be unacceptable in the classroom
- ✗ not attempt to hack or access sites, servers, or content that isn't intended for student use
- ✗ not attempt to repair or alter the Chromebook in any way
- ✗ not leave the Chromebook in a vehicle
- ✗ not share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without parental permission
- ✗ not use the Chromebook to take photographs or video of other people except if required for an educational assignment
- ✗ not write, draw, place stickers, labels or deface the Chromebook or its accessories
- ✗ not lend the Chromebook to anyone
- ✗ not give personal information when using my Chromebook

By signing below, I acknowledge I have read the forgoing agreement and agree to be bound by the terms and conditions set forth therein.

\_\_\_\_\_  
Student's Name (printed)

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Name (printed)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date