SHERMAN
INDEPENDENT SCHOOL DISTRICT

Technology Equipment Student Lending Agreement
2024-25 School Year

Sherman ISD is excited to provide the opportunity for our students to check out a digital device for learning. Please understand that prior to checking out a learning device, students will be instructed on proper use and care. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Participation in this program is subject to the following terms and conditions:

- The technology devices are on loan and remain the property of Sherman Independent School District.
- Both student and parent/guardian agree to adhere to the terms and conditions of the District Technology Acceptable Use Guidelines (located on district website) and this Technology Lending Agreement.
- The student shall be the exclusive user of this device and shall not grant access to any other individual.
- Technology devices will be checked out from the school library.
- Technology devices and components (power cords) will be returned in good condition with reasonable wear and tear.

Responsibility for the Loaned Devices

The care and maintenance of the technology device is the responsibility of the student and parent/guardian while in their care and they must adhere to the following:

- Comply with the District's Acceptable Use Guidelines when using your loaned device.
- Treat your device with care and never leave it in an unsecured location.
- Never transport your loaned device with the screen open or the power cord plugged in.
- Do not remove or interfere with the serial number or other identification tags.
- Do not attempt to remove or change the physical structure of the loaned device, including the keys, screen cover, or plastic casing.
- Keep your device clean and do not touch the screen with anything (e.g., finger, pen, or pencil)
- Do not lend your loaned device to anyone, including members of your family.
- Loaned devices that are broken, or fail to work properly, must be reported to the librarian or technology specialist as soon as possible so that they can be repaired and returned to the student in a timely manner.
- **Do not take district owned devices to an outside computer service for repairs or maintenance.**
- **Disclaimer.** While Sherman ISD uses technology protection measures to limit access to materials considered harmful or inappropriate to students, it may not be possible for the District to absolutely prevent such access. Despite our best efforts and beyond the limits of filtering technology, a student may run across material that is objectionable. Sherman ISD has a 3-layer monitoring approach when students are using devices and the Internet. The device is automatically routed through Sherman ISD's filter for appropriate content which provides the first layer. The second layer is monitoring by an adult, and the third layer is where the student should use their digital responsibility skills when using a device.

The use of the Sherman Independent School District's technology resources is a privilege, not a right. Everything done on any District owned computer, network, or electronic communication device may be monitored by school authorities. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.

Copyright and File Sharing

Students are required to follow all copyright laws applicable to all media including text, images, programs, music, and video. Downloading, sharing, and posting illegally obtained media is against the District's Technology Acceptable Use Guidelines.

Warranty and Repair

The Student or Parent/Guardian will be responsible for **damages** to the loaned device that occur as a result of documented misuse by the student. If the student **loses** the loaned device or it is stolen while checked out by the student, the student will be responsible for the **replacement cost of the device.**

If the student loses any one of the items listed below, the student will only be required to pay for the item that is lost or stolen.

Equipment	Damaged Equipment Cost	Lost/Stolen Equipment Cost
Chromebook	**See cost below.**	**$265**
Chromebook Screen Replacement	**$50**	
Chromebook Keyboard	**$30**	
Chromebook Charger	**$30**	**$30**
Chromebook Case	**$10**	**$10**
Headphones	**$15**	**$15**
iPad 5th-7th Generation	**$300**	**$300**
iPad Screen Replacement Digitizer only Digitizer and LCD LCD only	 **$125** **$175** **$55**	
iPad Home Button Replacement	**$55**	
iPad port repair	**$75**	
iPad Charger 30W USBC Brick to Lightning cord	**$45**	**$45**
iPad Case/ Case with Keyboard	**$60**	**$60**
Verizon Orbic Speed Mobile HotSpot	**$60**	**$150**
Verizon Orbic Speed Mobile HotSpot Charger	**$25**	**$25**
Windows Laptop Computer	**See cost below.**	**$600 - $1350**
Windows Laptop Screen	**$200**	
Windows Laptop Charger	**$30**	**$30**

SHERMAN
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2024-25 Technology Equipment Lending Agreement
Student/Parent Signature Form

Please sign and return this form to the school library.

By signing the below agreement, the student and his/her parent/guardian agree to follow and accept:

- District's Technology Acceptable Use Guidelines (district website)
- Technology Lending Agreement.
- SISD owns the technology devices issued.
- The student will return the loaned device and any technologies/materials in good working order or pay the amounts as listed in the Lending Agreement.
- In no event shall SISD be held liable for any claim of damage, negligence, or breach of duty resulting from use or misuse of the loaned device.

Responsible Use and Care of Equipment:

- I will take good care of my technology device.
- I will never leave the device unattended.
- I will never loan out my device to other individuals, including family members.
- I will know where my device is at all times.
- I will have my device charged and ready for use each day that it is checked out to me.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device or attempt any repairs.
- I will use my device in ways that are appropriate; those that meet SISD expectations and are educational.
- I will not place decorations (such as stickers, markers, etc.) on the device or case.
- I understand that my device is subject to inspection at any time without notice and remains the property of the Sherman Independent School District.
- I will follow the policies outlined in this Technology Lending Agreement and the District's Technology Acceptable Use Guidelines while at school, as well as outside the school day.
- I agree to return the district's device, case, and power cord in good working condition by the return date to the school library.

Digital Citizenship

Students must follow the six principles of being a good digital citizen:

- **Respect Yourself**: I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- **Protect Yourself:** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- **Respect Others**: I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

- **Protect Others:** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- **Respect Intellectual Property**: I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all uses of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- **Protect Intellectual Property:** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Student Responsibilities and Permission

I agree to take care of the device while it is in my possession. I will not throw, drop, or damage it in any way. I will not give the device to another student for his/her use. I will use the device in the appropriate manner. I agree to return the device in good condition at the conclusion of the loan period.

Student Signature:_____ Date:_____

Printed Student Name_____

Student ID Number:_____ Campus:_____

Parent/Guardian Responsibilities and Permission

I am authorizing the assignment of a mobile device to my child. I understand that the device is to be used as a tool for learning and that my child will comply with the SISD Acceptable Use Guidelines. I understand the three-layer monitoring approach when my child is using the device and the Internet. I will help ensure the safe and timely return of the device within the loan period. I also understand that I am financially responsible for any willful, malicious, or negligent damage to the device. I understand that my child may lose future loan privileges of the device if it is either damaged or not returned in a timely manner.

Parent/Guardian Signature:_____ Date:_____

Parent/Guardian Printed Name:_____

Parent/Guardian Contact Info:
(Phone)_____ (Email)_____

No technology device will be issued without proper paperwork on file. August 2024.

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Last Name: _____

Student ID: _____

Campus: _____

- **Protect Yourself:** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- **Respect Others**: I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
- **Protect Others:** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- **Respect Intellectual Property**: I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- **Protect Intellectual Property:** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open-source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Student Responsibilities and Permission

I agree to take care of the device while it is in my possession. I will not throw, drop, or damage it in any way. I will not give the device to another student for his/her use. I will use the device in the appropriate manner. I agree to return the device in good condition at the conclusion of the loan period.

Printed Student Name_____

Student Signature:_____Date:_____

Student ID Number:_____Campus:_____

Parent/Guardian Responsibilities and Permission

I am authorizing the assignment of a mobile device to my child. I understand that the device is to be used as a tool for learning and that my child will comply with the SISD Acceptable Use Guidelines. I understand the three-layer monitoring approach when my child is using the device and the Internet. I will help ensure the safe and timely return of the device within the loan period. I also understand that I am financially responsible for any willful, malicious, or negligent damage to the device. I understand that my child may lose future loan privileges of the device if it is either damaged or not returned in a timely manner.

Parent/Guardian Printed Name:_____

Parent/Guardian Signature:_____Date**:**_____

Parent/Guardian Contact Info:

(Phone)_____(Email)_____

No technology device will be issued without proper paperwork on file. August 2024.