

## **Shepherd School District #37 Technology Student Property Checkout Agreement**

While the primary purpose of the Shepherd School District's technology equipment is for use on site during the instructional day, there are times when it is appropriate for students to check out equipment to be used for educational purposes beyond the school day.

**All students/parents/guardians will be required to sign this form before technology equipment can be taken to a location other than a District facility.  
Technology equipment may be checked out under the provisions of the Acceptable Use Policy IFBG and is limited to the following items:**

Computers and Chromebooks as necessary:

**By completing and signing this form, I/we acknowledge and agree as follows:**

1. All use of the District's technology equipment will be for educational purposes. At no time will the equipment be used for personal, commercial or business use, political or religious reasons, or **any use that violates Shepherd School District #37's acceptable use policy.**
2. To abide by the provisions of Administrative Rules IFBGA (Use of Electronic Media) and IFAD (Adherence to Copyright Law). This includes no unlawful copying or distributing of software, music or video files, or plagiarism.
3. To use ordinary care and diligence in protecting, safeguarding, and supervising use of the equipment and returning it to the District in the same condition it was in prior to checkout, excluding normal wear and tear; **and to assume liability for any damage, loss, or theft of the equipment while in my care.**
4. To sign for responsibilities of the equipment while it is in my possession whether that be at home or in school during the day.
5. To return the technology equipment to the school as required by the teacher or administrator:
  - a. On or before the due date on this agreement;
  - b. Prior to the due date if requested by the authorizing supervisor/teacher;
  - c. When withdrawing.

***I/we have read and agree to comply with the Technology Equipment Check Out Agreement. I understand that any violation of the procedures may result in my child not having access to equipment for use away from or within District facilities.***

***I also understand that I assume accountability and responsibility for any equipment I check out. If I have not provided a valid homeowners' or renters' insurance policy number, I understand that I am personally liable for:***

***• The replacement cost of the item, as indicated above, if the item is not returned: or •  
The amount required for repair or replacement parts if the item is damaged when returned.***

***I agree to release, indemnify, and forever discharge the Shepherd Board of Education, Shepherd School District #37, its successors and assigns, its agents and employees and all other persons, firms or corporations, who are or might be liable in any way, from and against any liability or responsibility whatsoever of any kind and nature, arising from and by reason of Shepherd School District's equipment and participation in its check out.***