

Hays USD 489 Public Schools
Student Laptop Loan Agreement

Providing laptop computers for instructional use by high school students is an exciting venture. Certain guidelines are necessary to protect the laptop and the school network and ensure that this technology serves as an effective instructional tool. Students and their parents/guardians must agree to the following:

1. The student agrees to follow all USD #489 regulations and policies governing the use of the computer as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
2. The computer is the property of USD #489. If a student withdraws from the school prior to the end of the loan period, the laptop computer is to be returned to school officials by the student prior to withdrawal.
3. The student shall not remove or alter any USD #489 identification labels attached to or displayed on the computer, nor shall the student change identification within the computer, such as the computer name.
4. The student agrees to handle the computer carefully and protect it from potential sources of damage.
5. The student agrees to take care to keep the computer secure and safe. The student will assume the risk of loss by theft, destruction, or damage. If, during the loan period, the computer is damaged or returned with any accessories missing, USD #489 may charge the student the lesser of the repair or replacement cost or a \$100.00 deductible. If the laptop is stolen or vandalized, the insurance will cover all but the deductible, providing that a police report is filed on the incident. By signing the loan agreement, the parent/guardian agrees to be responsible for the deductible for each occurrence involving loss/damage to the laptop, or the cost of repair for such damage, while in the student's possession. Current replacement for the laptop model is approximately \$1250.
6. The student must report theft (or suspected theft) of the computer, loss of the computer, damage to the computer, or malfunctioning of the computer to school personnel immediately.
7. Upon request, the student agrees to deliver the computer to USD #489 staff for technical inspection or to verify inventory or other information; this may include random screening.
8. Incoming freshmen and/or parent/guardian agree to complete an orientation program before receiving the laptop.
9. Laptops will be checked out for the summer. The dates of the summer rental period will be announced each year.
10. The laptop rental fee for the summer rental period shall be \$100 (Fee waived for qualified free and reduced.)
11. The laptop rental fee may be waived by the Hays High School principal for educational projects. The Hays High School principal will make exceptions and determine educational projects.
12. Laptops not returned by designated due date will accrue a late fee of \$5 per day. After seven (7) consecutive days, if laptop is still not returned, it will be filed as missing and turned over to the proper authorities as theft.
13. USD #489 is not liable for lost data or time spent on data.
14. I have read and agree to abide by all USD #489 policies and regulations for the use of equipment including the Acceptable Use Policy Agreement and the Student Laptop Regulations. I accept responsibility for damage to or loss of the equipment listed below while in my possession. I understand that if the computer/loaner or any accessory is lost, damaged, or stolen I am responsible for the replacement cost or insurance deductible, whichever is less. I will report any damage to hardware or software immediately to designated school personnel and will return equipment promptly when requested by school personnel.

Computer Description: Dell Latitude 520, 60Gb hard drive, DVD/CD RW drive, 1Gb RAM

School: _____

Student Name: _____ Student ID: _____

Permanent Address: _____

Signature of Student: _____ Date: _____

Signature of Parent or Guardian: _____ Date: _____