

# HAMILTON LIBERTY ACADEMY

## Student Laptop Loan Agreement and Expectations for Responsible Use

### **Student Laptop Loan Agreement**

Providing Laptop computers for instructional use 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. By accepting possession of a Hamilton Liberty a Laptop, student and his/her parents/guardians agree to the following responsibilities for the use and care of this device:

1. The student agrees to follow all HLA policies and regulations governing the use of computers, including, but not limited to, the Expectations for Responsible Laptop Use printed on the back of this form.
2. The computer is the property of HLA. If a student withdraws from the school prior to the end of the loan period, the Laptop must be returned to school officials by the student prior to withdrawal.
3. The student shall not remove or alter any HLA 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 keep the computer secure and safe. The parent will assume the risk of loss by theft, destruction, or damage caused by intentional misuse. If, during the loan period, the computer is damaged or returned with any accessories missing, HLA may charge the parent the lesser of the repair or the replacement cost.
5. 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.
6. Upon request, the student agrees to deliver the computer to HLA staff for technical inspection, to verify inventory or other information, or for random screening.
7. The Laptop cannot be loaned, sold, bartered, traded, leased, rented or given to any other person or persons without the express written consent of HLA.

I have read and agree to comply with these guidelines and all HLA policies and regulations for the use of equipment, including the attached Rules, the Acceptable Use Policy, and the Student Conduct Code. I understand that the School Division may access, monitor and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I accept responsibility for damage to or loss of the equipment delineated below while assigned to me. I understand

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that if the computer or any accessory is lost, damaged or stolen, student and his/her parent is responsible for the repair or replacement cost. I will report any damage to hardware or software immediately to designated school personnel and will return equipment promptly when requested. Parents wishing to Opt Out of the Laptop program must contact the school and an Opt Out form will be provided for signature.

HLA grants permission to the student to have limited use of the Laptop described in this continuing agreement. The school system insurance AND the permission granted to the student ceases on the LAST CALENDAR DAY OF THE SCHOOL YEAR (unless terminated earlier by HLA) and failure to return the Laptop on or before that date to the building principal or his/her designee could result in criminal charges against the student and/or the person who has the Laptop. HLA reserves the right to demand return of the Laptop at any time.

School	Grade	Homeroom Teacher
Students Full Name and Address		
Signature of Student and Date		
Signature of Parent or Guardian and Date		

### **Expectations for Responsible Laptop Use**

1. I understand that as HLA property, the Laptop is subject to inspection and search at any time and without cause.
2. I understand that I am not to remove or alter any part of the computer, that only authorized educational programs installed by HLA staff may be used on the computer, and that I am not to download, install or play games, video, music or pictures unless they are directly related to classroom instruction.
3. I understand that I am accountable for knowing where my Laptop is at all times.

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4. I understand that I am responsible for the proper care of my Laptop and that the Laptop must be in the case provided by HLA when not in use, and that damage to the Laptop when it is not in the protective case may be considered intentional.
5. I understand that I am not to add or remove labels to the Laptop, that I am not allowed to personalize it with stickers, decals, markers or any type of decorative materials, and that no paint, glue or other substance is to be placed on the Laptop.
6. I understand I am responsible for keeping food and beverages away from my Laptop and that I am not to leave my Laptop outside, unattended in a vehicle, in an unsecure location, or near water.
7. I understand that I am to avoid using objects that may scratch or damage any part of the device.
8. I understand that I am not to loan my Laptop or charger to other individuals.
9. I understand my Laptop's serial number and manufacturer/district labels are not to be defaced.
10. I understand I am not to delete any school-installed software.
11. I understand that I am only to use my Laptop in ways that are educational and appropriate.
12. I understand that I represent the school division in all my online activities while using the Laptop. I understand that what I do online should not reflect negatively on my fellow students, teachers or on Hamilton Liberty Academy.
13. I understand that my personal username and password should not be shared with any individual.
14. I understand at all times I am to follow HLA Acceptable Use Policy.
15. I agree to return the Laptop, case and power cord in good working order at the end of the school year, upon leaving HLA or when my user privilege is revoked.
16. I understand that I am to bring my Laptop to school each day fully charged.