

## **Butte County School District 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. A deposit of fifty (\$50.00) will be required at the time of the loan. Deposit will be returned to the student at the end of the year if the laptop, plus all accessories (power supplies, bag) are returned in good condition. Laptops are on loan to students and remain the property of BCSD (Butte County School District).
2. The student agrees to follow all BCSD 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.
3. The student shall not remove or alter any BCSD identification labels attached to or displayed on the computer, nor shall the student change identification with the computer, such as the computer name.
4. The computer is property of BCSD. 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.
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, BCSD may charge the student the lesser of the repair or replacement cost.
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. This means no later than the next day.
7. Quarterly technical inspections of the laptop may be required to verify inventory or other information; this may include random screening.
8. It is the responsibility of the student to see to it that critical files are backed up regularly to flash or network drive. BCSD will not be responsible for loss of data.
9. Computer used for harassment, profanity, obscenity, racist terms, Cyber-bullying, hate mail or discriminatory remarks will result in disciplinary action and/or loss of laptop privileges.
10. Inappropriate media may not be used as a desktop background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action and/or loss of laptop privileges.

I have read and agree to comply with these guidelines. I have read and agree to abide by all BCSD policies and regulations for the use of equipment including Computer Network Services: Acceptable Internet Use Policy 698. This policy can be found at [www.butteschoolsdistrict.org](http://www.butteschoolsdistrict.org). I accept responsibility for damage to or loss of the equipment delineated below while in my possession. I understand that, if the computer or any accessory is lost, damaged or stolen, I am responsible for the replacement cost, 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.

**ADDITIONAL TERMS OR AGREEMENT:** BCSD grants permission to the student to have limited use of the laptop described in this agreement. The student is responsible at all times for the care and appropriate use of this laptop. The laptop remains the property of BCSD and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person or persons without the express written consent of BCSD. The permission granted to the student ceases on the LAST CALENDAR DAY OF THIS CURRENT SCHOOL YEAR (unless terminated earlier by BCSD). BCSD reserves the right at any time to demand return of the laptop.

Students Full Name (Please Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Grade \_\_\_\_\_ Laptop # \_\_\_\_\_

Parent Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_