

SCA Grades 2016-17 Laptop Borrow/Maintenance Agreement
Annual laptop agreement to specify use of district-owned laptop on and off campus

Student: _____ Student ID # _____ Grade: **th**

BORROW/MAINTENANCE INFORMATION FOR STUDENT & PARENT/GUARDIAN:

- I/We understand that the laptop loaned to my student is the property of the Southern Columbia Area S.D.
- I/we understand that assignments and projects may be posted to teacher-approved blogs, Office 365, Moodle, Google Docs and other web 2.0 hosting sites. This may include personally identifiable information that may be classified as an educational record under FERPA (Family Education Records and Privacy Act).
- I/we have signed and returned the Southern Columbia Area School District Acceptable Use Policy #815 (AUP) for the student indicated below. *(This is non-negotiable to participate in the Laptop Borrow Program.)*
- I/we understand that any violation of the provisions of the **“Laptop Borrow Agreement”** (found in the program’s General Rules and Guidelines) may result in revoking such privileges by the school administration, any other designated school representative, or local law enforcement and that legal action may be taken.
- I/we understand that we are responsible for compensating the school district for any losses, costs or damages incurred due to violations of SCAD Board policies/procedures and school rules by the student in conjunction with the use of the laptop computer issued, including the cost of investigating such violations.

PARENT or GUARDIAN & STUDENT AGREEMENT:

(Complete above and return to school with laptop fee, if applicable!)

Student Name: (print) _____

- I/we give permission for my student borrow a District-owned laptop computer for HOME USE. I/we have enclosed the amount below to pay the Annual Laptop Borrow/Maintenance Fee required for my student to take the laptop home and use for educational purposes for the 2016-17 school year.
 - ___ \$10.00 (Regular Lunch)
 - ___ \$ 5.00 (Reduced Lunch*)
 - ___ \$ 0.00 (Free Lunch*) * Appropriate application must be on file to document current lunch status

- OPTING OUT!** I/we are “Opting Out” of the “Laptop Borrow Program” and understand that our student will be issued a laptop, but will not be taking their district-issued laptop home. Our student will be charging their laptop at school for use during the school day, and will be responsible for any damages to or loss of their laptop. Students will also be accountable for all home assignments, as teachers will make modifications if students do/will not have computer and internet access at home.

Parent/Guardian Signature: _____ **Date:** _____

Student Agreement: *I understand all the conditions of this “Laptop Borrow Program” agreement and will take responsibility for all aspects of the proper use and care of my district-owned laptop computer.*

Student Signature: _____ **Date:** _____

2016-17 DISTRICT-OWNED LAPTOP BORROW AGREEMENT			
THIS INFORMATION WILL BE COMPLETED BY THE DISTRICT TECHNOLOGY DEPARTMENT			
Device Type: (Check One)	<input type="checkbox"/> 7th & 8th Gr. ChromeBook	<input type="checkbox"/> 9th-12th Mini PC Laptop	
SCA Insurance #		DEVICE CONDITION:	
Device Serial Number:		___ NEW	___ GOOD
Device Model/Name		___ EXCELLENT	___ FAIR
Notes:			