

**COWETA PUBLIC SCHOOLS**  
**STUDENT ELECTRONIC DEVICE LOAN AGREEMENT**

**Student:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Username:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Check-Out Date:** \_\_\_\_\_ **Check-In Date:** \_\_\_\_\_

**Payment Method:** \_\_\_\_\_ **Receipt #** \_\_\_\_\_ **Received by:** \_\_\_\_\_

**Serial Number (Device):** \_\_\_\_\_

**Serial Number (Power Supply):** \_\_\_\_\_

**Damage at Check out:** \_\_\_\_\_ **Agent Initials – Check out** \_\_\_\_\_

**Damage at Check in:** \_\_\_\_\_ **Agent Initials – Check in** \_\_\_\_\_

**ACKNOWLEDGMENT OF RESPONSIBILITIES**

Student acknowledges and agrees they are not required to check out Equipment and does so voluntarily and freely. Student further acknowledges and agrees that the use of the Equipment is a privilege. By entering into this Agreement, student acknowledges that it is their responsibility to protect and safeguard the Equipment, to ensure that it is kept in a safe environment, and to return the Equipment in the same good condition and repair as it was when it was issued.

Student acknowledges and agrees that the Equipment is, and at all times remains, the property of Coweta Public Schools and is loaned to the Student for educational purposes for the academic school year and that the Equipment should be used in a safe, efficient, and ethical manner. Coweta Public Schools is entitled to claim possession of the Equipment at any time the administration deems appropriate. Student agrees to return the device on the last day of school or the student's last day of enrollment in the district, whichever is earlier.

The school district reserves the right to use tracking and other anti-theft software on the Electronic Device to protect its ownership interests in the device. If the Electronic Device is stolen, the student/parent is responsible for filing a police report and notifying the principal in writing within 48 hours of the theft. The student/parent must provide a copy of the police report to the principal within 1 week of the theft. If this procedure is followed, the student/parent will not be financially responsible for the loss. If the Electronic Device is lost or is not reported as outlined above, the student/parent will be financially responsible for the loss/theft.

Student further acknowledges that they may lose the privilege to use the Equipment if Student and/or Parent/Legal Guardian violates any provision herein and/or uses the Equipment inappropriately.

Student acknowledges and agrees that the Coweta Public Schools is not responsible for any computer or electronic viruses that may be transferred to or from Student's data storage medium and the Student agrees to use the Student's best efforts to ensure that the Equipment is not damaged or rendered inoperable by any such electronic virus while in the Student's possession.

# **COWETA PUBLIC SCHOOLS**

## **STUDENT ELECTRONIC DEVICE LOAN AGREEMENT**

Student and parent agree to be financially responsible for loss or damage to the device (except as noted as above) in accordance with schedule A – student electronic device repair costs:

### **Digital Citizenship Tips for Teens:**

For teens, we offer five simple rules of digital citizenship to help them create a world they can be proud of and inspire others to do the same.

- Think before you post or text - a bad reputation could be just a click away. Before you press the “send” button, imagine the last person in the world that you’d want seeing what you post.
- What goes around comes around. If you want your privacy respected, respect others’ privacy. Posting an embarrassing photo or forwarding a friend’s private text without asking can cause unintended harm or damage to others.
- Spread heart, not hurt. If you wouldn’t say it in person, don’t say it online. Stand up for those who are bullied or harassed, and let them know that you’re there for them.
- Give and get credit. We’re all proud of what we create. Illegal downloading, digital cheating, and cutting and pasting other people’s stuff may be easy, but that doesn’t make it right. You have the responsibility to respect other people’s creative work - and the right to have your own work respected.
- Make this a world you want to live in. Spread the good stuff. Create, share, tag, comment, and contribute to the online world in positive ways.

### **Students will:**

- Use the Device and other district technology resources only for academic purposes and in accordance with the CPS Acceptable Usage Policy.
- Bring Device to school every day fully charged.
- Use appropriate language and graphics, whether posting and publishing from home or school, when using blogs, podcasts, email or other communication tools.
- Use only assigned accounts.
- Maintain confidentiality about usernames and passwords.
- Communicate only in ways that are kind and respectful.
- Remember that making illegal copies of music, games, movies, and other copyrighted material is prohibited.
- Give credit when using the words or works of others.
- Report the loss or damage of the Device immediately to the Site Technology Representative.
- Charge the Device at home and have it ready to use every day, in every class period.
- Keep the sound muted or use headphones or earbuds when the noise might disturb others.

### **Students will NOT:**

- Remove any identifying stickers or labels placed in or on the device by the District.
- Allow other people to use their assigned device.
- View, use or copy passwords, data, or networks to which they are not authorized.
- Reveal personal information (telephone numbers, addresses, passwords, etc.) about themselves or others.
- Leave computers unsupervised or logged in to any District-managed system.
- Harass, bully or threaten anyone.

**COWETA PUBLIC SCHOOLS**  
**STUDENT ELECTRONIC DEVICE LOAN AGREEMENT**

- Use offensive or inflammatory language of any kind.
- Misrepresent themselves or others.
- Destroy or damage data, programs, networks or any other system or component of a system owned or managed by the District.
- Attempt to override, bypass or otherwise change the Internet filtering software, Google Management, or other network configurations.
- Reset or wipe their device.

**Students who do not follow the aforementioned guidelines are subject to disciplinary action**

**Parent/Legal Guardian shall further:**

- Supervise student's use of the Device at home.
- Discuss with Student appropriate places to use and store the Device to ensure its safety from dropping and damage.
- Discuss values and expectations regarding the use of the Internet and email at home and supervise Student's use of the Device to access the Internet and email accounts.

**ACKNOWLEDGMENT OF LIABILITY**

In exchange for the student's use of the Device, Student/Parent agrees to and shall replace the Device at full cost or pay the School District full replacement cost of the Device, in the event the Device is maliciously broken or damaged at the time of check-in.

Student further agrees to and shall indemnify the School District for any claims arising from Student's misuse of the Equipment, including, but not limited to, claims alleging infringement of copyright or other intellectual property rights.

By signing this Agreement, I acknowledge that I have read this Agreement and fully understand and accept my responsibilities and liability for the Device.

\_\_\_\_\_  
**Print Name**

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Parent/Guardian**

\_\_\_\_\_  
**Date**

**COWETA PUBLIC SCHOOLS**  
**STUDENT ELECTRONIC DEVICE LOAN AGREEMENT**

**Schedule A**  
**Student Electronic Device Repair Costs**

<b>Part Name</b>	<b>Repair Cost</b>
Power Supply	\$30
Screen	\$50
LCD Cover Kit	\$20
Keyboard	\$40
16 GB SSD	\$100
Base Cover	\$20
Wireless Card	\$45
6 Cell Battery	\$60
Bottom Cover	\$20
Memory	\$60
Cooling Fan	\$30
Power Connector	\$45

Repair costs are subject to change based upon parts cost and availability. Repairs not listed above will be considered on a case by case basis.