

## STUDENT COMPUTER LENDING & USAGE RULES CONTRACT

NEPN/NSBA Code: IJNDB-E

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*Please read and initial the following rules:*

1. \_\_\_\_\_ I understand that the device is being loaned to me through RSU#78.
2. \_\_\_\_\_ I understand that I will be required to present my assigned laptop for periodic audits and inspections. I have no expectation of privacy on school owned equipment.
3. \_\_\_\_\_ I will give my login and password to my teacher or school official upon request.
4. \_\_\_\_\_ I understand that I cannot modify or alter any of the software, hardware or services. I will not download any software or apps without the proper permission including ANY AND ALL GAMING APPS. In the event alterations are made, I may be charged a repair fee. \_\_\_\_\_
5. \_\_\_\_\_ I will bring my laptop to every class and come to school with my laptop battery fully charged. Having a dead battery will not be an acceptable excuse for late or missing work. \_\_\_\_\_
6. \_\_\_\_\_ I understand that I am responsible for backing up my work. Lost work due to machine malfunction is not an acceptable excuse.
7. \_\_\_\_\_ I will maintain all of the equipment in clean condition and will not eat or drink around the equipment. ***Repair costs caused by liquid spills will be billed to families.***
8. \_\_\_\_\_ I will avoid use in situations conducive to loss or damage.
9. \_\_\_\_\_ I will not allow my friends, relatives or anyone other than myself or my parent/guardian to use my device.
10. \_\_\_\_\_ I will heed general maintenance alerts and advice from school technology personnel, advisors and/or teachers.
11. \_\_\_\_\_ I will promptly report any malfunction, loss, damage or theft to school technology personnel, advisors and/or teachers.
12. \_\_\_\_\_ I will always transport the equipment, including the charger, in the manner directed and with the case provided ***Repair costs to the screen, trackpad or keyboard as a result of misuse of laptop will be billed to families.***
13. \_\_\_\_\_ I will keep the asset tag and labels intact and readable.
14. \_\_\_\_\_ By logging in to the laptop, I will agree to adhere to RSU#78's Acceptable Use Policy and procedures when using this equipment at all times and in all locations.
15. \_\_\_\_\_ I understand that if I move to another school or discontinue school at RSU#78 I must return all devices and equipment to the school immediately or my parent/guardian will be charged for the full replacement cost of all items.
16. \_\_\_\_\_ I will return all equipment, including charger, at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly or in working condition.

**Damage or loss** – I am responsible for any costs incurred due to loss or damage of equipment determined by the school. I understand that if I violate the above, I may not be permitted to take home school equipment in the future and will be billed for any costs incurred by the school.

By signing this contact, I acknowledge that I understand and comply to all of the rules stated in this policy.

*Both the parent/legal guardian and the student must sign this form.*

\_\_\_\_\_  
Parent/Legal Guardian Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Student's name printed

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

\_\_\_\_\_  
Date:

Adopted: August 19, 2019  
Revised: September 10, 2020  
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