

## USD 345 District Device Loan Agreement 2023-24

Please read this entire document to understand the terms of this loan agreement and your student's protection and responsibility against damage and loss of the loaned equipment in your care. By accepting the device, you are agreeing to the terms below.

### Loan Agreement

One Apple Device (iPad or MacBook Air laptop), Charger, and Case are being loaned to the Student/Borrower and are in functioning order. It is the Student/Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and shall remain the property of USD 345 and is herewith lent to the Student/Borrower for the 2023-2024 academic school year and should be used for approved purposes only.

The District property may be used by the Student/Borrower only for non-commercial purposes, in accordance with the District's policies and USD 345 rules as well as local, state and federal statutes. The Student/Borrower agrees to make no attempts to add, delete, access, or modify other user accounts on any school-owned device. The USD 345 network is provided for the academic use of all students and staff. The Student/Borrower agrees to take no action that would interfere with the efficient, academic use of the network.

Identification and inventory labels have been placed on the device. These labels are not to be removed or modified. If the labels become missing, contact tech support for replacement. Additional stickers, labels, tags, or markings are not to be added to the device or charger.

### Coverage and Benefit

The district acknowledges that due to the normal usage of district technology, maintenance and/or repair of district technology may be necessary due to no fault of the student. These routine maintenance issues and malfunctions that are not due to "visible physical damage" of the device will be completed at no cost to the student. The following policy applies to accidental damage to the device.

Willful or negligent damage is not covered by this agreement and replacement or repair costs will be the responsibility of the student. The district will determine visible physical damage and the value of that damage will be based on repair/replacement costs or the assessed loss of resale value. In no case shall the value be greater than \$300 for iPads, \$800 for MacBook Air laptops, or \$35 for chargers/adapters. For every accidental damage or loss incident, district coverage of the loss will progressively decline. For purposes of this agreement, loss will be defined as any lost or stolen device.

**First Incident of Damage or Loss:** In the event of damage or loss, the district will pay 80% of the amount of damage or loss. The student will be responsible for 20% of the amount of damage or loss.

**Second Incident of Damage or Loss:** A second damage or loss claim will be covered by the district at a rate of 50% and the student will be responsible for 50%.

**Third Incident of Damage or Loss:** If a third damage or loss claim occurs, the district will cover 20% of the cost and the student will be responsible for 80%.

**Subsequent Incidents of Damage or Loss:** Any further damage or loss claims will be the full responsibility of the student.

**\*\*\*Charging brick/cord replacement costs or any repair under the amount of \$50 do not count against the student as a damage or loss incident. Students will be responsible for the full price of each damaged or loss replacement.\*\*\***

### **Parent Responsibilities**

Students are being issued a device to improve and personalize his/her education. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device. The device is an important learning tool and is for educational purposes only. In order to take the device home each day, you must be willing to accept the following responsibilities.

- I will supervise my student's use of the device at home.
- I will discuss the district's expectations regarding the use of the Internet at home and will supervise my student's use of the Internet.
- When using the device at home, at school, and anywhere else, my student will follow the policies of USD 345 and abide by all local, state, and federal laws.
- I will not attempt to repair the device and will report to the school any problems with the device.
- I will ensure my student brings the device fully charged to school each day in which are required to be present.
- I understand that if my student comes to school without his/her device, I may be called to bring it to school.
- I agree to make sure that the device is returned to the school when requested and upon my student's withdrawal from USD 345. Failure to do so will result in the full price of the device being charged to the student.

### **Student Responsibilities**

- When using the device at home, at school, and anywhere else, I will follow the policies of USD 345 and abide by all local, state, and federal laws.
- I will keep the device in its protective case at all times and will treat the device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- My device is my responsibility and will stay in my possession or in a secure location at all times.
- I will not modify or remove any software on the device.
- I will honor the District's expectations when using the device.
- I will not release personal information to anyone including staff or students when using the device and keep all accounts and passwords assigned to me secure.
- I will clean the device using only a damp cloth.
- I will return the device when requested and upon my withdrawal from USD 345. Failure to do so will result in the full price of the device being charged to the student.

### **Agreement**

Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrower's agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District property and to return the same in good condition and repair upon request by the District.

### **Effective and Expiration Dates**

This agreement is effective from the date the device is received through the date at which the computer is requested to be returned in good functioning order.