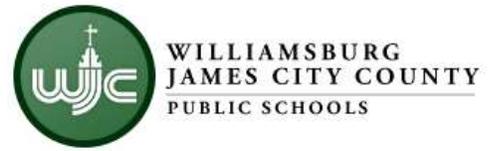


# Student Laptop Loan Agreement and Expectations for Responsible Laptop Use



## Student Laptop Loan Agreement

The Williamsburg-James City County School Board (“WJCC”) provides laptops to students to enhance their education. It is imperative that parents/guardians stress to their children how important it is to take good care of their issued device and to behave appropriately when interacting with others digitally. Certain rules are necessary to protect the laptop and the school network and ensure that this technology serves as an effective instructional tool. By accepting possession of a WJCC laptop, student and his/her parents/guardians agree to the following responsibilities for the use and care of this device:

1. The student agrees to follow all WJCC policies and regulations governing the use of computers, including, but not limited to, the Expectations for Responsible Laptop Use printed on the back of this form, as well as the Acceptable Use Policy and the Student Code of Conduct.
2. The computer is the property of WJCC. If a student withdraws from the school prior to the end of the loan period, the laptop must be returned to school officials by the student prior to withdrawal.
3. The student shall not remove or alter any WJCC identification labels attached to or displayed on the computer, nor shall the student change identification within the computer, such as the computer name.
4. The student agrees to keep the computer secure and safe. The parent/guardian will assume the risk of loss by theft, destruction, or damage caused by intentional misuse. If, during the loan period, the computer is damaged or returned with any accessories missing, WJCC may charge the parent the lesser of the repair or the replacement cost.
5. 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 promptly and no later than 24 hours of the incident.
6. Upon request, the student agrees to deliver the computer to WJCC staff for technical inspection, to verify inventory or other information, or for random screening.
7. The laptop cannot be loaned, sold, bartered, traded, leased, rented or given to any other person or persons without the express written consent of WJCC.

I have read and agree to comply with these rules and all WJCC policies and regulations for the use of equipment, including the attached Rules, the Acceptable Use Policy, and the Student Conduct Code. I understand that the laptop is the School Division’s property and it may access, monitor, and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I accept responsibility for damage to or loss of the equipment delineated below while assigned to me. I understand that if the computer or any accessory is lost, damaged or stolen, student and his/her parent/guardian is responsible for the repair or replacement cost. I will report any damage to hardware or software immediately to designated school personnel and will return equipment promptly when requested. Parents wishing to Opt Out of the laptop program must contact the school and an Opt Out form will be provided for signature.

WJCC grants permission to the student to have limited use of the laptop described in this continuing agreement. The school system insurance AND the permission granted to the student ceases on the LAST CALENDAR DAY OF THE SCHOOL YEAR (unless terminated earlier by WJCC) and failure to return the laptop on or before that date to the building principal or his/her designee could result in billing for the unreturned item(s) and/or other legal proceedings against the student and/or the person who has the laptop. WJCC reserves the right to demand return of the laptop at any time.

School	Grade	Homeroom Teacher

Student’s Full Name and Address <i>(please print):</i>	
Signature of Student	Date
Signature of Parent or Guardian	Date

## **Expectations for Responsible Laptop Use**

**Initial after each statement below, agreeing to the WJCC Expectations of Responsible Laptop Use.**

1. I understand that as WJCC property, the laptop is subject to inspection and search at any time and without cause. \_\_\_\_\_
2. I understand that I am not to remove or alter any part of the computer. \_\_\_\_\_
3. I understand that only authorized educational programs installed by WJCC staff may be used on the laptop, and that I am not to download, install or play games, video, music or pictures unless they are directly related to classroom instruction. \_\_\_\_\_
4. I understand that I am accountable for knowing where my laptop is at all times. \_\_\_\_\_
5. I understand that I am responsible for the proper care of my laptop, that the laptop must be in the case provided by WJCC when not in use, and that damage to the laptop when it is not in the protective case may be considered intentional. \_\_\_\_\_
6. I understand that I am not to add or remove labels to the laptop, that I am not allowed to personalize it with stickers, decals, markers or any type of decorative materials, and that no paint, glue or other substance is to be placed on the laptop. \_\_\_\_\_
7. I understand I am responsible for keeping food and beverages away from my laptop and that I am not to leave my laptop outside, unattended in a vehicle, in an unsecure location, or near water. \_\_\_\_\_
8. I understand that I am to avoid using objects that may scratch or damage any part of the device. \_\_\_\_\_
9. I understand that I am to turn my laptop off when finished using it, especially before traveling to or from school. \_\_\_\_\_
10. I understand that I am not to loan my laptop or charger to other individuals. \_\_\_\_\_
11. I understand my laptop's serial number and manufacturer/district labels are not to be defaced. \_\_\_\_\_
12. I understand I am not to delete any school-installed software. \_\_\_\_\_
13. I understand that I am only to use my laptop in ways that are educational and appropriate and in accordance with all policies and procedures, including the Acceptable Use Policy and the Student Code of Conduct. \_\_\_\_\_
14. I understand that I represent the school division in all my online activities while using the laptop. I understand that what I do online on the WJCC laptop should not reflect negatively on my fellow students, teachers, or Williamsburg-James City County Public Schools. \_\_\_\_\_
15. I understand that I am to interact with all others in a respectful, courteous, and school-appropriate manner while using the laptop. \_\_\_\_\_
16. I understand that my personal username and password must not be shared with any individual. \_\_\_\_\_
17. I understand that I am to follow the WJCC Acceptable Use Policy at all times. \_\_\_\_\_
18. I agree to return the laptop, case and power cord in good working order at the end of the school year, upon leaving WJCC, or when my user privilege is revoked. \_\_\_\_\_
19. I understand that I am to bring my laptop to school each day fully charged. \_\_\_\_\_