

Laptop Agreement

Terms and Conditions of Use

The purpose of loaning a laptop and adapter is to provide individual computer access to students at ISU Laboratory Schools. The term of this agreement shall be from the date of execution by all parties through the last school day of the school year, or upon the date the laptop is returned to the Lab Schools, whichever is earlier.

By signing off on this form, the student and the student's parent/guardian certify that they have thoroughly read, understand, and accept the following terms and conditions, which will govern the student's possession of a laptop computer issued to the student by the Illinois State University Laboratory Schools ("Lab Schools"). The student and the student's parent/guardian also certify that they will comply with these terms at all times during the term of this agreement.

General Terms & Conditions

- The laptop is and will remain at all times the property of the Lab Schools, and is being loaned for educational purposes only. The Lab Schools may take back the laptop, or place additional restrictions on the student's use or possession of the laptop, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any Lab Schools' teacher or administrator, the student or the student's parent/guardian will immediately surrender the laptop to that teacher or administrator.
- At its sole discretion, the Lab Schools may change the terms or conditions of the student's possession or use of the laptop, or to impose new restrictions on use or possession of the laptop, at any time during the term of this agreement.
- The student's possession and use of the laptop will be subject at all times, both on and off campus, to the terms and conditions described in this document, any and all applicable state and federal laws and regulations, applicable School Handbook policies (including the Technology Acceptable Use Policy) as well as any additional rules, regulations, and restrictions that may be imposed from time to time by the Lab Schools. Any included software may be used only in accordance with the applicable license and it is the student/parent's responsibility to be familiar with and to comply with
- the provisions of any such license.
- By signing this agreement, the student and the student's parent/guardian certify that they have reviewed and understand the School Handbook and the Technology Acceptable Use Policy contained therein. They further certify that it is their responsibility to inform themselves as to any school policies that might apply to the student's use or possession of the laptop and to comply with those policies at all times.
- By signing this document, the student and the student's parent/guardian acknowledge that they are solely responsible for ensuring that the student's use of the laptop to access the Internet while off campus will be safe and responsible and in compliance with all applicable

laws, policies, rules, and regulations. The Lab Schools will not be responsible for any harm that may come to the student or any other person as a result of the student's off-campus Internet activities.

- Any violation of the terms or conditions set forth or referenced in this document may result in the Lab School taking back the laptop, or restricting, suspending, or terminating, with or without prior notice, the Student's use of the laptop.
- The student's possession and use of the laptop is a privilege, not a right. By signing this document, the student and the student's parent/guardian acknowledge that they have no right or entitlement to possession or use of the laptop and that neither this document nor any conversation, correspondence, or understanding between themselves and any representative of the Lab Schools gives them any ownership of any kind whatsoever in the laptop.

Prior to Obtaining a Laptop

Students must...

- Pay a technology fee which is included in the annual Registration Fees unless fees are waived or reduced by the Lab Schools for economic hardship.
- Have a parent/guardian sign the Student Handbook acknowledging acceptance of the Technology Acceptable Use Policy
- Acknowledge the Student/Guardian Laptop Agreement found in the Student Handbook

Issuance & Return of Laptop

- After the student has met the above requirements, the laptop and adapter will be issued to the student (typically during the first week of school, although this date may be changed by the Lab Schools at any time).
- The laptops and adapters must be turned in by the last day of attendance. The specific date and procedures for when and where to turn the units in will be clearly communicated on the school website.
- For 8th grade students, the laptops and adapters must be turned in prior to their last attendance day, which is typically earlier than the last day of school. Again, the specific date and procedures for turning in will be clearly communicated via the school website.
- When the laptop and adapter are returned, they will be checked for damages, and fees assessed (if necessary) based on the schedule listed in the "Fees" section in this document.
- If a laptop is not returned by the due date set by the Lab Schools, late fees of \$5 per day up to the actual value of the laptop (approximately \$375.00) will be assessed.
- If the laptop is not returned within 60 days of the last day of attendance, the student and the student's parent/guardian will be assessed the full replacement cost for the laptop, and the Lab Schools may institute legal actions against the student and the student's parent/guardian.

Technology Acceptable Use Policy

Use of the laptop is governed by policies listed under “Technology Acceptable Use Policy Agreement” in the School Handbook. This includes information about laptop monitoring.

Security, Loss, or Theft

- The student is responsible for ensuring that the laptop is kept safe and secure at all times during the term of this agreement.
- The student must use a protective sleeve/case when carrying/transporting their device. These are not provided by the school.
- Under no circumstances will the student leave the laptop unattended at any location, either on or off campus.
- Under no circumstances will the student leave the laptop in the care or custody of any person other than the student’s parent or guardian or a Lab School teacher or administrator.
- If the laptop is lost or stolen while at school, the student will immediately report the problem to the Main Office. If the student believes the laptop has been stolen, Lab School officials will then report the theft to the Illinois State University Police Department, who will conduct an investigation,
- If the student is off school grounds and believes the laptop has been stolen, the student and the student’s parent/guardian will immediately file a report with local law enforcement officials and request a copy of the written incident report filed by the investigating officer. As soon as possible after reporting the laptop stolen, the student will provide a copy of the police report to the Main Office, along with details about the incident and the name and telephone number of the investigating officer.
- If the student is on school grounds and believes the laptop has been stolen, it should be reported to the Main Office. Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell a Lab Schools-owned laptop will be vigorously prosecuted to the fullest extent of the law.
- If for any reason the laptop is lost or stolen during the time that it is issued to the student, regardless of whether the student is at fault, the student and the student’s parent/guardian will be responsible for the replacement cost of \$375.

Damage

- The school will provide service for any hardware or software problem, including units that are damaged or vandalized. The school or the student may cover costs for service.
- The school will cover all service that was previously covered under warranty.
- The student or parent/guardian will be required to pay for service to repair accidental damage, intentional misuse, or other items not covered under the above. Service costs will be charged as the actual cost of parts plus handling. The school will cover labor costs.
- To help defray student expenses, the school will subsidize two incidents of accidental damage while the student is enrolled at the school.

- For the first incident, the school will cover all costs over \$100.
 - For the second incident, the school will cover all costs over \$200. Damage to separate parts of the computer will be considered separate incidents, unless it can be shown that they resulted from the same accident.
- Intentional misuse will be charged at full cost to repair.
- Service for software problems will be limited to complete restoration of the software to its original state. Depending on the nature of the problem, students may not have the opportunity to save personal data from the machine before software restoration.
- Fees associated with damaged laptops will be assessed only for the relevant hardware. These may be reduced or waived due to economic hardship. To qualify for a reduction or waiver, students must qualify for free or reduced lunch under the applicable State guidelines. Requests for fee waivers or reductions should be referred to the Main Office and will be handled confidentially. The granting of a hardship waiver will not necessarily mean that a student will be issued a replacement Laptop. Unless the student is granted a fee waiver or reduction for economic hardship, the student will not be issued a replacement laptop until the costs described above have been paid in full.
- The Lab Schools may, at its sole discretion, choose not to issue a replacement laptop, for any reason. The decision not to issue a replacement laptop shall not excuse the student and his parent/guardian from any fees associated with the loss, theft, or damage of any previously-issued Lab Schools laptops, given that those fees are intended to help offset the actual cost to the Lab Schools of repair or replacement of the Lab Schools' property.