



Kalkaska Public Schools

KPS Technology Department

Chromebook Loan Agreement Form

Access and Support: This Agreement is entered into between Kalkaska Public Schools, the Student and the Parent(s)/Guardian(s) of the Student.

Introduction: Executive Order 20202-35, closed schools to face-to-face learning. Kalkaska Public Schools are committed to providing continued education for our students. Recognizing that some students may need devices to complete the work provided by the staff, KPS has developed a program to loan Chromebooks to students in need. It shall be noted that the student is to use the device as a positive learning tool in coordination with the District's curriculum. Although this Agreement authorizes the student's use of the device for the duration of the year, the device is the property of the District and must be returned upon the District's request or on the last day of the student's attendance for the school year.

Prerequisites to Receive: To receive a device to use, the student and his or her parent/guardian must sign and submit to this Chromebook Loan Agreement Form.

Applicable Policies: In using the device, the student is subject to and must comply with District's Board of Education Policies, Authorization for Internet Access Student Policy and Student Handbook Policies addressing student discipline, harassment/bullying, and acceptable use of electronic network/technology and their associated administrative procedures and regulations. A violation of any of these policies could result in loss of network privileges, loss of right to use the device, or appropriate discipline, up to and including suspension or expulsion.

Expectations

Students May Not:

- Disrupt the educational process of the school district through non-educational use of the device
- Endanger the health or safety of themselves or anyone else through the use of the device
- Invade the rights and privacy of others through the use of the device
- Engage in illegal or prohibited conduct of any kind through the use of the device
- Violate the conditions and rules of acceptable use of electronic network/technology

Maintenance and Care of Device:

Students Should...

- Keep the device in good and working condition – report maintenance needs to staff immediately
- Use only a clean, soft cloth to clean the device's screen. No cleansers of any type should be used
- Insert and remove cords and cables carefully to prevent damage to connectors
- Not write or draw on the device or apply any stickers or labels that are not property of the District
- Handle the device carefully and ensure others do the same

- Not leave the device in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time
- Secure the device when it is not in use.
- Not purposely block or hide from “Go Guardian” or other programs intended for teachers to monitor device use
- Not purposely cause damage

Daily Use of device: Unless otherwise instructed, the device is intended for school use every day.

No Unauthorized Software or Data: Only legally licensed software, apps, media, or other data is permitted on the device. Students will not download software, apps, media or other data (including songs, photos, or videos) without a District employee’s prior approval. Students will not replace the manufacturer’s operating system with custom software (i.e., “jailbreak” the device), or remove or modify the District-installed device configuration.

No Right to Privacy: The devices are District property; therefore, the District may examine the devices and search their contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the device or in a cloud-based account to which the device connects. The school administration may involve law enforcement, if it is possible the device may have been used for an illegal purpose.

Additional Terms

Damage to or Loss of Device: Parent(s)/guardian(s) are responsible for their child’s use of the device, including any damage to or loss of the device, just as they would be textbook.

- **Accidental Damage:** In the event of accidental damage to the device, Kalkaska Public Schools will fund the repair or replacement of the device.
- **Theft:** In the event of theft, upon presentation of a filed police report, the parent is responsible for the first \$50 of the replacement cost. Kalkaska Public Schools will fund the remainder of the replacement cost, for a single occurrence.
- **Loss:** In the event that the device is lost, the parents are responsible to cover the entire replacement cost.
- **Purposeful Damage:** In the event of purposeful damage to the device, the parent is responsible to cover the entire repair or replacement cost of the device.
 - The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the District, but will not be greater than the full replacement value of the device.

Hardware or Functionality Problems: If a problem arises with the functionality of a student’s device, the student must notify his or her classroom teacher of the problem within 24 hours or on the next school day. Under no circumstances may the student or his/her parent(s)/guardian(s) attempt to fix or allow anyone but District staff the attempt to fix suspected hardware faults or the device’s operating system. Do not take the device to any repair shop; the student should report the issue to his/her classroom teacher, who will report it to the District’s Technology Department.

Failure to Return the Device: If a student fails to return the device and any assigned accessories as directed, the District may, in addition to seeking reimbursement from the student’s parent(s)/guardian(s), file a theft report with local law enforcement authorities.

Internet Filter Outside of School: The District employs Internet filters and monitors students’ Internet activity at school. Devices that are loaned out will have filtering enabled as well. Per, the student Internet Use Policy, the tampering or circumventing of such filtering is not prohibited. By signing this Agreement, parent(s)/guardian(s) understand and

acknowledge this and agree that their child’s use of the Internet on the device at home or off of school grounds is at the discretion of, and should be monitored by, the parent(s)/guardian(s). Some sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or offensive to some people. While filtering is enabled, filtering cannot filter everything on the internet. Parent(s)/guardian(s) assume complete responsibility for the Internet access beyond the network provided by the District. When using the device outside the District, students are bound by the same policies, procedures, and guidelines as in school.

Data as Records: Data saved to the device is not maintained by the District as public records or as student records. In the event this data needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.

Waiver of Device-Related Claims: By signing below, you acknowledge that you have read, understand, and agree to follow all responsibilities outlined in this Agreement and agree to be bound by this Agreement. By signing this Agreement, you waive any and all claims you (and your heirs, successors, and assigns) may have against Kalkaska Public Schools, its Board of Education and its individual Board members, employees, and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this Agreement.

Indemnification for device-Related Claims: To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless Kalkaska Public Schools, its Board of Education, and its individual Board members, employees and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this Agreement.

Agreement and Signatures

Use of devices on the Kalkaska Public Schools network is a privilege that supports school appropriate learning. The consistent operation and maintenance of the computer network and equipment relies on users adhering to established guidelines. Therefore, by signing this agreement, users acknowledge that they have read the Chromebook Loan Agreement Form and understand the District’s expectations and the student’s responsibilities. By signing this agreement, students and parent(s)/guardian(s) agree to abide by the restrictions outlined in the Chromebook Loan Agreement Form. The student’s parent(s)/guardian(s) are responsible for monitoring their child’s Internet access on the device beyond the Kalkaska Public Schools network.

I hereby give my permission to my child to utilize the Kalkaska Public Schools Chromebook. I certify that the information contained on this form is correct. I, along with my child, have read, understand and agree to the District’s Chromebook Loan Agreement Form.

Signature of Parent/Guardian

Date

Signature of Student

Date

To be Completed by Office

Make of Device:

Device Serial Number: