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Student Device Loan Agreement for 2024-2025 School Year

The Horseheads Central School District is providing you with a laptop and power cord for the 2024-2025 school year to help support your learning and should only be used for educational purposes. Read this Student Device Loan Agreement very carefully and be sure you fully understand the expectations, as you are responsible for this device.

This laptop is being provided for your use in the 2024-2025 school year and must be returned at the end of the year. Failure to return the device, may result in the district issuing an invoice for the laptop, reporting it lost or stolen to law enforcement and not receiving a new device the following school year.

Safety and Security

- I understand that this device includes tracking software that will report its location to the district.
- I understand that this device includes a web filter that is compliant with the Children's Internet Protection Act (CIPA). This does not guarantee that all objectionable content will be blocked.
- I understand that this device includes a webcam and that the webcam will only be used for instructional purposes.

Using the Computer at Home

- Students should protect their device from extreme heat or cold.
- Devices should never be left in a car, even if the car is locked.
- Students should never eat or drink while using their device or use their device near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of the device. Objects include books, musical instruments, sports equipment, etc.
- Students should use care when plugging in and unplugging the power cord and headphones.
- When at home, the device should always be used under adult supervision in a common family location, such as kitchen, living room, dining room, etc.
- If the device is lost or stolen, parents/guardians should immediately report the loss or theft to the local police and school administration **within 2 days**.
- If the device is damaged or not working properly, it must be turned into the school for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the device.

EQUIPMENT

The Horseheads Central School District retains the sole right of possession of the student device and related equipment. The student device will be issued to students according to the guidelines set forth in this document. School District staff retain the right to collect and/or inspect the student device at any time and to alter, add or delete installed software or hardware.

CUSTOMIZATION OF EQUIPMENT

The student is permitted to alter or add files to customize the assigned student device to their own working styles (i.e. Setting links on the desktop) or as assigned by the classroom teacher. The student is NOT permitted to install or remove software add decals or other decorative material (i.e. markers or paint) on the assigned student device.

DAMAGE OR LOSS OF EQUIPMENT

In the event of damage or loss, report to the school immediately. The district carries an Accidental Damage Protection that covers a percentage of their fleet of student devices. **Damage Protection covers manufacturer's defects or accidental drops, not negligence or abuse.** For example, throwing the student device or using the student device as an umbrella would be considered examples of neglect and abuse. If the student device is damaged by neglect or abuse or is lost, it is the family's financial responsibility to replace the student device at a cost up to \$700. If the student device is damaged, a School Administrator and the district Technology Director will work with the family to determine if it is a warranty or abuse/neglect issue.

STANDARDS FOR PERSONAL STUDENT DEVICE CARE

Student Responsibilities:

- Do not let anyone else use the student device.
- Horseheads Central School District's Acceptable Use/Technology Policy and Code of Conduct always apply to the use of the student device.

General Care:

- Do not do anything to the student device that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the student device.
- Keep the equipment clean. For example, do not eat or drink while using the student device.

Screen Care:

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.