

YUKON FLATS SCHOOL DISTRICT

STUDENT LAPTOP USER AGREEMENT

I am responsible for the computer and all related components checked out to me. While the equipment is in my possession, I will protect it from being misused, damaged or stolen. I understand that if any of this equipment is damaged, lost, or stolen while it is checked out to me, I and/or my parent(s)/guardian(s) are responsible for all costs of repair or replacement. I will not tamper with this equipment, or allow others to do so. I will not remove, modify or deface components of this equipment or allow others to do so. I will not remove, modify, or deface any identifying labels or signs on the equipment, or allow others to do so.

I understand that YFSD may use all means available to it under the law and district policies to recover non-returned district property or to obtain payment of repair, replacement, processing, collection, cleaning, or overdue fees. These actions include but are not limited to: suspension of district resource privileges; blocking of transcript issuance and/or graduation; referral to law enforcement or other government agencies; and referral to a collection agency.

I understand that computer equipment checked out to me is to be used only within the confines of YFSD buildings and properties, unless other arrangements are made with District Administration.

I understand that equipment must be returned promptly and in the same condition it was loaned to me, and that if any cleaning or other repair is required to return the equipment to acceptable condition, I and/or my parent(s)/guardian(s) will be charged any related fees, including up to \$25/hour for district employee time spent. I understand that I will not be held responsible for equipment failures that are covered under any applicable warranties or service contracts.

I agree that YFSD and its employees are not responsible for lost or damaged work resulting from software errors, hardware failure, or other incidents. I understand that upon return, the equipment will be erased and reloaded for use by the next recipient, and that all files left on the computer will be lost unless other arrangements are made in advance with District Technology Services. I understand that YFSD will provide enrolled students who are attending classes in YFSD facilities storage space on YFSD network servers or other media for this purpose.

I understand that information regarding my borrowing of the equipment and personal information about myself and/or my parent(s)/guardian(s) may be disclosed as necessary to enforce these policies.

I agree to comply with YFSD's Acceptable Use Policies and all other applicable guidelines or policies relating to computer usage.

I understand that misuse of the equipment, or violation of any of the terms of this agreement, may result in my not being allowed to check out district equipment in the future. Other penalties, as provided by law or district policies, may also be applied.

YUKON FLATS SCHOOL DISTRICT

STUDENT LAPTOP AGREEMENT FORM

Prior to entering into this equipment check-out agreement, it is recommended by YFSD that the student's parent(s)/guardian(s) consult his/her/their insurance carrier regarding coverage for loss or damages of said equipment.

EQUIPMENT RECIPIENT INFORMATION

Name: _____ Home Phone: _____

Check-Out Site: (Circle one) **ARC** **CEM** **CIK** **FYU** **IRC** **SVS** **VEE** **WBQ**

Check-Out Date: ____ / ____ / _____ Return Date: ____ / ____ / _____

PARENT/GUARDIAN INFORMATION

Before a laptop computer can be issued to a student, that student's parent(s) and/or guardian(s) must read and agree to YFSD's usage agreement (see other side of form), and fill out the following information.

Student's Home Address: _____

Parent/Guardian Home Address (if different from Student): _____

Prnt./Gdn. Home Phone: _____ Prnt./Gdn. Work Phone: _____

In signing this Check Out Agreement, the students' parent(s)/guardian(s) stipulate that he/she/they have read, understood, and accepted the YFSD Student Laptop User Agreement (see other side of form).

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

EQUIPMENT ISSUED

Equipment Make and Model	Tag Number	Serial Number

In signing this Check Out Agreement, the equipment recipient stipulates that he/she has read, understands, and accepts the YFSD Computer Check-Out User Agreement (see other side of form).

Recipient Signature (Required)

Date

Site Admin/Dist Admin/Tech Director Signature (Required)

Date

EQUIPMENT RETURN RECEIPT

To be completed by Equipment Recipient upon return (to release their liability of said equipment)

Describe any equipment damage or loss	Tag Number	Serial Number

Returned Equipment Received by (Signature)

Date

Technician Evaluation (Initials)

Date