



# LAPTOP/TECHNOLOGY DEVICE AGREEMENT

School: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Student ID # \_\_\_\_\_  
(Printed)

Serial Number: \_\_\_\_\_ Fixed Asset Number: \_\_\_\_\_

This agreement applies to any technology device owned by the school or the school system. This includes laptops and any other technology equipment. All conditions of the Board policy for Acceptable Use (Copy attached) apply regardless of where or by whom this device is used. You may not take any technology device “off campus” that is not permanently assigned to you without first asking permission, and completing a checkout form for that technology. You take sole responsibility for the device and its use during the checkout period, including when you transport it in a personal vehicle or use it during off hours at your home or any other non-work location. The following conditions must be followed when using the device off campus:

1. If you have Internet access at home and the laptop/device can access this service without any configuration changes, then you may use the laptop/device to connect to the Internet, provided that you use the device as if you were at school.  
Regardless of where you are, you should not browse to sites that would be blocked at school.  
Do not allow family members or others to use the device for Internet browsing.
2. Do not install any personally owned software onto the device. Do not store any files on the device which could constitute a copyright or licensing violation, or could be deemed illegal or of an inappropriate nature. Any installed software/files should be related to the function of MCPSS school work and activities.
3. If the device is lost, stolen, or damaged, you are responsible. If the device is stolen, provide us with a timely police report. The System’s insurance provider will not cover the loss or theft; we will expect your insurance policy to cover it. The school may require you to pay for repairs or replacement prior to any settlement you may receive from your homeowner’s or other personal insurance policy, as not to delay your child’s learning. In regards to negligence a device broken more than three times will result in payment or restrict to other guidelines.
4. You may not transport any data on the device that would compromise the identity of others, or put any other protected data, passwords, or information at risk. This includes student information that would violate FERPA if that data is accessed by others, or if the device is lost or stolen.

**I have read, and understand the above personal responsibilities.**

**I have read, and understand the Acceptable Use Policy (copy attached)**

**I have read, and agree to the Chromebook Handbook (copy attached)**

**I have read, and understand that I am being loaned this device, and that I am to return it along with all chargers and accessories back to school before I can graduate or be promoted.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date