

Rudd-Rockford-Marble Rock Community School District

Laptop Loan Agreement

Student/Borrower: _____ Grade: _____
Last First

One MacBook Air, charger, and secure carrying case are being lent to borrower/student and are in good working order. It is the borrower/student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times, remains the property of the RRMR CSD of Rockford, IA, and is herewith lent to the borrower/student for educational purposes only for the academic school year. The borrower/student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the borrower/student losing his/her privilege to use this computer. The equipment will be returned to the school when requested by the RRMR Community Schools, or sooner, if the borrower/student withdraws from the RRMR Community Schools prior to the end of the school year.

Iowa law allows the District to obtain reimbursement from, or on behalf of, borrower/students for any damage to, loss of, or failure to return school property. Borrower/student acknowledges and agrees the use of the district property is a privilege and that by agreeing to the terms listed is responsible to protect, safeguard and return the district property in good condition and repair upon request by the RRMR Community Schools.

I agree to follow the RRMR Community Schools Responsibilities and Rules at all times while using the school issued laptop.

Student Signature Date

Parent Signature Date

I have read and agree to abide by the RRMR Community Schools Appropriate Use Policy for use of the Internet and with the school issued laptop.

Student Signature Date

Parent Signature Date

Rudd-Rockford-Marble Rock Community Schools Laptop Usage Fund

Please read this entire document regarding your students' protection against damage and loss of the loaned computer equipment in your care. This form must be completed and marked Yes or No before the computer will be provided to the student(s).

COVERAGE AND BENEFIT

This agreement covers the computer loaned to the student against all damage or loss over \$250.00. Accessories valued less than \$250.00 are not covered. Coverage is 24 hours per day. Total value will be determined at the time of the loss or damage. In no case shall the value be greater than \$900. In the event of damage or loss, this agreement will pay anything above the \$250 deductible. You will be responsible for the \$250. Any negligence, malicious or intentional damage to, or loss of, the equipment will result in full replacement cost by the student and family.

EFFECTIVE AND EXPIRATION DATES

This coverage is effective from the date this request form and premium payment are received by the school through the date at which the computer is asked to be returned in good order to the school.

DEPOSIT

The total refundable, non-transferable deposit is \$50.00 per year. It is agreed and understood that the \$50.00 deposit allows the student to take the computer home on a daily basis. This deposit will be applied toward the cost of any damage/repairs incurred throughout the year. If no repairs are needed the entire/remaining deposit will be rolled over into the 2020-2021 school year. If there is a balance below \$50.00, the difference will need to be made up before taking the laptop home the following school year. This deposit may be refunded upon your request after the laptop has been evaluated for damage.

If parents choose not to pay the \$50.00 deposit, students will be able to use the computer at school but will not be allowed to take the computer home. A separate application will be needed for each computer covered.

Complete the following information below.

Name of Student _____ Grade _____

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

_____ Yes, I am paying the \$50.00 deposit so my student may use the computer in school and has permission to take the computer home.

☐ Deposit Rolled-Over ☐ Check # _____ ☐ Cash ☐ Money Order

_____ No, I am declining to pay the \$50.00 deposit and understand that my student may use the computer in school but does not have permission to take the computer home.

Parent/Guardian Signature: _____ Date: _____

INTERNET ACCESS PERMISSION LETTER TO PARENTS

Your child has access to electronic communication known as the Internet. The Internet is a collection of more than 20,000 interconnected computer networks. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses (will/will not) be issued to students at this time. If a student already has an electronic mail address, he/she (will not/may, with permission of the supervising teacher) be permitted to use the address to send and receive mail at school.

Students will be expected to abide by the following network etiquette:

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources.
- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- Student access for electronic mail will be through (the supervising teacher's account/their own account). Students should adhere to the following guidelines:
 - a. Others may be able to read or access the mail, so private messages should not be sent.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign messages.
 - e. Always acknowledge receipt of a document or file.
- Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

Please sign the form if you would like your child to be granted Internet access and return the permission form to your child's school.

Student Name _____ Grade _____
 School _____ Date _____

 (Parent or guardian's signature)

If you have granted your child Internet access, please have them respond to the following:

- I have read the expected network etiquette and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of Internet privileges.
- I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

 Student signature)

Approved 5/13/04

Reviewed 8/15/11

Revised _____