

## Student Mobile Device / Technology Equipment Loan Agreement

Congratulations! You are receiving a Charles City County Public School mobile device that will provide for learning... anytime and anywhere! It will be an important part of your school's curriculum, and you will use it in school every day. You can also take the device home after you and your parents/guardians read and agree to the terms listed on this form.

Student Name: \_\_\_\_\_

School: \_\_\_\_\_ School Year: \_\_\_\_\_ Grade: \_\_\_\_\_

### Terms of the Tech Equipment Loan Agreement Form

- Students acknowledge that any issued device is the property of Charles City County Public Schools. It is yours to use, but it is owned by the school division.
- Students, you will return the device to CCCPS upon your withdrawal from the school division, at the end of the school year, or immediately upon the request of a teacher, administrator or other school division official.
- Students will abide by all policies outlined in the Student Code of Conduct that you and your parents sign at the start of each school year.
- Students will abide by the Acceptable Use Policy that shall be signed before receipt of the mobile device.
- Students will make available for inspection by any school administrator or teacher any messages or files sent, accessed or received on their CCCPS-issued device.
- Students will not, in any way, deface the device or adhere stickers or other markings that cannot be completely removed by the student upon returning the device.
- Students agree to transport their CCCPS-issued device in the school-approved carrying case or cover.
- Students will bring their CCCPS-issued device, *fully charged*, with them to school each day.
- Students will provide their own stylus for use on the touch screen and earbuds to use with their mobile device and bring them to school each day.

If loss or damage occurs, students and their parent(s) or guardian(s) agree to any applicable charges outlined below. The charges are intended to promote good habits and responsible handling of CCCPS-issued mobile devices. Devices reported as stolen outside of school require that parents notify police and send an official police report to their school administration.

*First incident:* Mobile device - no charge for accidental damage to mobile device and letter to parents. Full price of repair or replacement for an intentionally damaged mobile device and a parent/guardian meeting with administrator required. Charge of \$100 for lost or stolen mobile device and a parent/guardian meeting with principal required. AC Adapter – charge of \$50 for lost, stolen or damaged AC adapter.

*Second and subsequent incidents:* Mobile device - no charge for accidental damage to mobile device and letter to parents. Full price of repair or replacement for an intentionally damaged mobile device and a parent/guardian meeting with administrator required. Full price for lost or stolen mobile device and a parent/guardian meeting with principal required. AC Adapter – charge of \$50 for lost, stolen or damaged AC adapter.

As a **student** of Charles City County Public Schools, I, \_\_\_\_\_, agree to the terms of this equipment loan agreement. I have also read and signed the terms of the Acceptable Use Policy (AUP). I understand and agree that if I do not honor all the terms in these agreements, I may be denied access to the Internet and other electronic media, I may be subject to disciplinary action, and my CCCPS-issued mobile device may be confiscated.

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

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ School Year: \_\_\_\_\_ Grade: \_\_\_\_\_

As a **parent/guardian** of a student in Charles City County Public Schools, I, \_\_\_\_\_, acknowledge that this equipment will be loaned to my child for the described purpose. I have also read and agree to the terms of this agreement as well as to the terms of the Acceptable Use Policy (AUP). I also agree to assume responsibility for the replacement of this item per the terms above while loaned to my child.

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

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_