

City of New Rochelle School District: Device Loaner Form

Please fill out this form and read, initial and sign where indicated. Students cannot be provided devices if there is missing information.

Student Name: _____ Parent Name: _____

Student Email: _____@nredlearn.org Parent Email: _____

Parent Phone: _____ School: _____ Student ID: _____

Description:

The following are the terms and conditions for providing devices to students while outside of the school district's network.

Be Responsible:

- No stickers or writing are allowed on the device
 - Students must take measures to protect the device from damage or theft
 - At no time shall the device be used for unlawful or inappropriate activities
 - The device and power cord that are assigned to the student are required to be handed in upon request.
- The student/family will incur the following costs if any devices are missing or damaged
- Chromebook - \$277
 - Chromebook Charger - \$54
 - MiFi (Internet Device) - \$100
 - MiFi Charger - \$20
- Students are not allowed to let others use their Chromebook and must only be used for school related work. The district will monitor all usage on the Chromebook including web sites searched and visited. All district provided MiFis (Internet) are to be used only with the Chromebook provided by the district and can only be used for school related activities.

Be Respectful:

- Students must follow the City of New Rochelle School District's Acceptable Computer and Internet Use and Safety Policies at all times while using district issued devices.
- Violations of the Acceptable Computer and Internet Use and Safety Policies or items stated in this document will be addressed by the school administration to determine the proper course of action.
- No right of privacy exists in the use of devices provided by the school.

Security Reminders

- Do not share logins or passwords
 - Exception: students are asked to share passwords with parents or guardians
- Do not develop programs that harass others, hack, bring in viruses, or change others' files
- Follow internet safety guidelines

Care of Device at Home

- Keep the device fully charged at all times.
- Use the device in a common room of the home.
- Store the device on a desk or table - never on the floor!
- Protect the device from:
 - Extreme heat or cold.
 - Food and drinks.
 - Unauthorized Users and Usage.
 - Pets.

Please initial beside each statement acknowledging that you agree to the statements below.

Student*	Parent	Statements
		The student is completely responsible for the device and its accessories while it is checked out and will not be permitted to loan the device or accessories to anyone else.
		If the Chromebook is damaged, it must be brought to the building office for repair as soon as possible. The parent/guardian is responsible for all costs associated with repair or replacement.
		The student agrees to return the Chromebook, and all accessories in the same condition in which it was checked out. Failure to return the device may result in the device being reported to the local authorities as being stolen.
		The student and parent have read and understand the Acceptable Use Policy in the Code of Conduct and will abide by its content.
		The student and the parent understand that inappropriate and irresponsible use and conduct while using the Chromebook and/or other technology resources and/or school network shall result in disciplinary action or costs associated with replacement or repair. The student agrees to be a responsible digital citizen and user, and will conduct herself/himself appropriately while online.

We hereby agree to all terms and conditions contained within this document. Please note all statements must have the student and parent initials prior to distribution of the devices.

The Following Devices have been provided to the user: This section to be completed by IT.

Device	Rcvd Date	Deployed By	Service Tag S/N	Device Model	Returned Date
Chromebook					
Charger			N/A		
MiFi					

Received Date: _____	Returned Date: _____
Student Signature*: _____	Parent Print Name: _____
Parent Print Name: _____	Parent Signature: _____
Parent Signature: _____	IT Review Initial: _____
IT Review Initial: _____	

* Student signature and initial not required for elementary school students.

Notes: _____
