

RSU #20 Technology Equipment Usage Contract

Incomplete forms delay the device assignment process. Please complete all sections and return.

Student/s in Household:

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Phone: _____ Email: _____

Parent/Guardian Preferred Contact Method: email call text

Before signing, please carefully review both sides of this sheet, as well as the RSU #20 policies on student Internet use, with your students. These can be found in the Student Handbook and at www.rsu20.org under "Policy Handbook", policy IJNDB.

PARENT/GUARDIAN AGREEMENT:

I have read the entire RSU #20 Technology Equipment Usage Contract and Equipment Lending Agreement and agree to the conditions.

I have read policy IJNDB, Student Computer & Internet Use, and IJNDB-R, Student Computer & Internet Use Rules.

I have reviewed this contract and policies IJNDB and IJNDB-R with my student/s, to ensure they understand them.

I give my student/s permission to check out equipment as per this agreement and district policy. I understand that student/s use of school computers is subject to compliance with these rules.

I understand I am responsible for any costs incurred due to loss or damage of school equipment as determined by the school.

Parent/Guardian signature: _____ Date: _____

PLEASE RETURN THIS FORM TO THE MAIN OFFICE AS SOON AS POSSIBLE.

RSU #20 Technology Equipment Usage Contract

Equipment Lending Agreement

RSU #20 grants permission to borrow technology equipment for school use based on mutual agreement of the following:

1. Students will bring their **device and charger** to every class, and come to school with the battery fully charged. A dead battery is not an acceptable excuse for late/missing work.
2. **Damage or Loss** - Parents/Guardians are responsible for any costs incurred due to loss or damage of equipment as determined by the school. We understand that if we violate the above, students may not be permitted to checkout school equipment in the future, and will be billed for any costs incurred by the school.
3. We will maintain the equipment in clean condition and will not deface or eat/drink around the equipment.
4. We will avoid use in situations conducive to loss or damage, including in the gym, cafeteria, or outdoors.
5. We will **promptly** report any malfunction, loss, damage, or theft of the device to school technology personnel, advisors, and/or teachers.
6. We understand that students will be required to present my assigned device for periodic audits and inspections. We understand there are no expectations of privacy on school-owned equipment.
7. We understand that there shall not be modifications or alterations made to any of the software, hardware, or services except by IT personnel. In the event that alterations are made, we may be charged a repair fee.
8. Students understand that they are responsible for backing up their work. Lost work due to machine malfunction is not an acceptable excuse.
9. We will heed general maintenance alerts and advice from school technology personnel, staff, and/or teachers.
10. We will always transport the equipment in the manner directed and within the case provided.
11. We will return the equipment at the established due dates and times and understand that we will be **billed for repair or replacement costs** if the equipment is not in working condition or not returned promptly.
12. By logging on to any RSU device, **students and families agree to adhere to RSU #20's Acceptable Use Policy (RSU#20 policy IJNDB) and procedures when using this equipment at all times** and in all locations. We understand that failure to follow these guidelines may result in restriction of the device or internet access.

Please carefully review both sides of this sheet, as well as the RSU #20 policies on student internet use. These are in the Student Handbook and at www.rsu20.org under "Policy Handbook". When you have completed your review, complete and sign the reverse of this form.