

Ketchikan High School Laptop Loan Agreement

The following sections outline the responsibilities of the school district and the student/parent with regard to loan/use of laptops at Ketchikan High School. Laptops will be distributed to students following agreement of parents/guardians to the terms listed in this document.

The School District will:

- A. Loan the student a laptop computer to be used only for educational purposes until the student completes their current grade level, moves out of the School District, or otherwise ceases to be enrolled as a student in the Ketchikan Gateway Borough School District, whichever occurs first.
- B. Facilitate all necessary repairs and maintenance of the computer equipment.
- C. Will maintain network services and internet availability for students to conduct research and communications.
- D. Ensure computer equipment will be used in accordance with KGBSD board policy by providing students with instruction on the use of devices, and digital citizenship, which are the norms of appropriate, responsible behavior with regard to technology use. Infractions may result in disciplinary action.

The Parent/Guardian and Student Are Responsible For Ensuring:

- A. A \$20 nonrefundable user fee is paid to the Ketchikan High School office.
- B. That only the student will use the computer. Family members of the student are permitted to use the computer for school-related purposes (e.g. checking for homework, accessing the school website).
- C. That the student will use the computer only for approved educational purposes according to the School District's Student Computer Agreement and District Internet Use Procedures as published and updated periodically.
- D. That no installation or use of unauthorized software takes place.
- E. That the student will bring the computer to school every day with the battery fully charged.
- F. That the student will take good care of the computer equipment.
- G. That a report is provided to Principal [or Tech Team Leader] as soon as possible, but no later than the next school day, whenever the computer equipment is lost, stolen, damaged or not working properly and to cooperate with the School District in completing all necessary forms and paperwork as required.

- H. The return of the computer equipment to the School District on designated pick-up date for inspection and routine maintenance.
- I. The return of the computer equipment to the School District immediately prior to the student moving out of the Ketchikan School District or otherwise ceases to attend the Ketchikan School District.
- J. The surrender of the computer equipment to a teacher or school administrator for inspection upon demand without prior notice.
- K. The following charges will be incurred for replacement of items.
 - a. Laptop computer - \$200
 - b. AC Power Adapter - \$20 (MacBook \$80)
 - c. Laptop Sleeve - \$10
 - d. Replacement screen - \$50
 - e. Replacement keyboard - \$75
 - f. Technician repair labor - \$25/hour

Choose one (Initial):

_____ **I choose to accept a loaner laptop.**

By signing below, parent/guardian and student acknowledge and agree to the terms of use as spelled out in the Ketchikan High School Laptop Loan Agreement. We understand the responsibilities of both parties in loaning out a laptop from the Ketchikan Gateway Borough School District.

_____ **I choose to OPT OUT of a loaner laptop**

By signing below, parent/guardian and student choose to OPT OUT of the Ketchikan High School Laptop Loan Program because student currently has another laptop device they can bring to school to be used for in-class coursework. Some teachers *require* use of a device for *daily* coursework.

Parent signature: _____ Print Name: _____

Student Name: _____

Student signature: _____ Date: _____