Lisbon Regional School Student Laptop Contract

***Please read and sign this contract.***

1. For the privilege of borrowing school district owned equipment, I understand and acknowledge that I am responsible for this equipment while it is in my possession and agree to return the equipment in the same condition in which it was received.
2. **I agree** to take precautions to safeguard this laptop. This includes:

* Using the equipment in a responsible manner and not letting anyone else use it.
* Respecting that it is an electronic device that could cause harm to me and/or to the equipment and it should be kept from elements such as water, extreme heat or cold, or situations that could lead to damage from dropping, smashing, etc.
* Protecting the laptop, its case, and power cord from loss or theft.
* Always keeping the computer in its case when not in use and fully charged whenever possible.
* Always abiding by the school district’s computer Acceptable Use Policy (AUP).

1. **I agree** to immediately contact the Technology Coordinator at the school if the laptop malfunctions, is damaged, lost, or stolen.
2. **I agree** not to access inappropriate web sites such as chat rooms, pornography, etc. If I do, the following consequences will apply:

* I will be responsible for any charges or other expenses incurred by my misuse.
* I will not be allowed to use this laptop for a period of time to be determined by Lisbon Regional School administration.

1. **I agree** not to delete any icons, folders, software, or other items that Lisbon Regional School put on the equipment unless instructed to do so by school staff.
2. **I agree** that Lisbon Regional School is not responsible for any document saved on the laptop, or any items left in the laptop case, such as textbooks, homework, documents, thumb drives, etc. I will also regularly back up my work.
3. **I understand** that all instances of missing equipment will be investigated by the LRS administration and the police, and I agree to cooperate with any such investigation concerning this equipment. If it is determined I am at fault for the missing equipment, the following consequences will apply:

* I will arrange a payment plan for the full replacement cost of the equipment with the Lisbon Regional School.
* I will not be allowed to use a laptop until my debt has been paid.

1. **I understand** that this laptop is the property of Lisbon Regional School. This means that official members of the district may read or look at any item on this computer. I understand that there is nothing deemed private on public property.
2. **I agree** to return the equipment on the day it is due.

The Lisbon Regional School reserves the right to refuse use of equipment to anyone and to request equipment be returned at any time.

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Signature Printed Name Today’s Date