

Aztec Municipal School District - ELEMENTARY
STUDENT/PARENT LAPTOP USE AGREEMENT
 PLEASE PRINT ALL INFORMATION

Insurance Fee Paid with:		
<input type="radio"/> Cash	<input type="radio"/> Check	<input type="radio"/> MO
\$	CK/Trans #	

Place Laptop ID Number Here

Student Name	Last _____ First _____	StudentID # _____	Grade _____
Parent / Guardian	Last _____ First _____	Phone # _____	
Home Address	Street _____		Apt. # _____

In this agreement, the "District" is the Aztec Municipal School District "You", "your", "User", and "Assigned User" means the parent/guardian and their student enrolled in the District. The "Technology Equipment" or "Equipment" is a laptop with power adaptor, and 6ft extension cable owned by the District and/or managed by the Technology Office. "Report" or "Reported" is an incident documented within 2 business days.

Terms: Receiving Technology Equipment:

1. Users of Technology equipment owned by Aztec Municipal School District will pay \$75 for major repairs per repair as listed in section under Damage and/or \$100 as listed in section under Loss.
2. The Laptop assignment will consist of 1-Laptop computer with the following accessories: One power supply
3. You agree to be responsible for any losses and non-warranty damage caused to the equipment while checked out to you, and will abide by the Acceptable Use Policy, Internet Safety instruction, and will properly use, care for and keep the equipment safe while issued to you.
4. Upon transfer, dis-enrollment, or completion of school term, all issued equipment will be returned to the Site Tech for repair assessment and/or storage.

Decoration:

1. Laptops may NOT be decorated, or altered in any way from their original condition and must display the Asset Tag at all times.
2. Decoration, graffiti or willful destruction of equipment to your or someone else's equipment will be considered Vandalism.

Agreement Compliance:

1. You agree to comply with all rules and regulations contained in the Aztec Municipal School District Technology Security Policy, associated Regulation Handbooks, and Acceptable Use Agreements, incorporated herein by reference and made a part hereof for all purposes.
2. Users that attempt repair, or access into the equipment for any reason, including purposes of attempting repairs or to circumvent security void this agreement and Users will be held responsible for full damages.
3. Users should charge laptops nightly and leave power adaptors at home. Adaptors lost are the Users responsibility and replacement shall be paid for by Users.
4. Loading or storing unauthorized media and applications such as, but not limited to, Flash or Java based games, movies, and inappropriate videos, music and images; and the playing of games not used for classroom instruction during the day is not permitted, and is subject to disciplinary intervention at the classroom, building, or district levels.
5. Users are not allowed to share passwords and must always access the equipment and network applications using their own login username and password.
6. Your privilege to use this equipment is conditional upon your complete acceptance of this agreement and incorporated policies and handbooks of the District.
7. Failure to comply with this agreement may result in disciplinary and/or legal action, restricted computer access, equipment removal or other consequences as determined by campus and District administrators.

Title/Ownership:

1. The equipment and all digital files, documents or media, created or installed, and contained therein, belongs to or is under license to the District, at all times.
2. The equipment, installed Software and storage space is provided to you for your education and instruction, and does not grant ownership or privacy to the User.

Loss:

1. For any Lost, Stolen, Vandalized or Damaged equipment, the user must report it in writing within two business days to the Site Tech, where it will be documented, and you will receive instructions on any other actions to take regarding your assigned equipment.
2. The Assigned User will be billed a \$100 fee for missing equipment in their care or to obtain a replacement for a Total Loss.
3. Any equipment determined to be missing and unreported, will be considered "Lost". A Missing Alert will be activated and a Police Report will be filed by the District for the return of the equipment. The Assigned User may be held responsible for the full replacement value of the missing items.

Damage:

1. All Damage must be reported and documented in a Trouble Ticket, and submitted along with the equipment to the Site Tech to schedule a Repair.
2. The User will be responsible for up to the \$75 for damages provided by insurance coverage of each reported repair that is not, covered by warranty, consistent with normal wear or known to be a defect. Damages or loss of the laptop and/or accessories may be billed as separate incidents.
3. Users submitting multiple repairs may be held responsible for full repair or replacement cost, if a pattern of abuse, mishandling, or neglect is determined.
4. Vandalism or accidental damage is not covered by warranty. The District, with input from the principal, will make the final determination on billing issues between users, and determine reimbursement responsibility for repairs to the equipment. Reimbursement will not exceed the replacement cost of the equipment.
5. In addition to repair reimbursement, the District may impose disciplinary action, restrictions to the use and availability of equipment and/or District resources.
6. Damage by others remains your responsibility, and reimbursement must be negotiated by you, with the person(s) involved.

Loan equipment

1. Users may borrow a laptop, while their equipment is in Repair, but may not be allowed to remove it from the School Campus. You will be bound by this agreement for Loss or Damages to equipment that is temporarily in your care. The User may be responsible for full damage reimbursement if the equipment on loan is removed from campus.

Criminal Acts Off School Property:

1. Stolen, Vandalized, or Appropriated equipment will follow all rules as outlined in the student handbook.
2. Additionally, a Police Report must be filed and the Officer Name, Report Number, and Police Agency taking the report, need to be provided to the Sitetech.
3. Incidents not reported or Police reports determined to be unfounded may be billed to the User at full repair or replacement value.

Criminal Acts On School Property:

1. The User must report the incident in writing to a building Principal, to investigate and document the incident for appropriate disciplinary and billing action or escalation to law enforcement.
2. Theft, vandalism, or appropriation will result in full reimbursement by those involved. Incidents must be reported and the person(s) must be positively identified.

Term of Agreement:

1. Your privilege to use and possess school equipment may be terminated by the District at any time and automatically ends upon the last day of the school year or upon your withdrawal.
2. Any special use agreements must be documented and approved by the Technology Office and terminate on an agreed upon date.

Repossession:

1. If you do not comply with this Agreement, or return the equipment at the appointed check-in times, the District will recover the equipment.
2. The District will attempt to contact you and will allow 5 days to return the equipment, after which, the items will be considered unlawfully appropriated and a police report filed against the user for the return of the equipment or value of the items.

Signatures:
 Parent/Guardian _____

Student _____

Cashier _____
 Date _____