

**DIGITAL DEVICE AGREEMENT
SIGN & RETURN THIS FORM**

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Home Address: _____

Home Phone: _____ Parent/Guardian Email: _____

The digital device and/or accessories (the "Equipment") are being loaned to the above named student and to the student's legal guardians (collectively the "Borrower") and are new or in good working order. It is Borrower's responsibility to care for the Equipment and ensure that it is kept in a safe environment. This Equipment is, and at all times remains, the property of Independent School District No. 8 of Texas County, Oklahoma, Guymon Public Schools (the "District") and is loaned to the student for educational purposes for the academic school year. Student may not deface or destroy the Equipment in any way. Inappropriate use of the digital device or use in violation of the District's Digital Device Agreement may result in the revocation of device privileges. The Equipment will be returned to the District as stated in this policy. The Equipment may be used by Borrower only for non-commercial purposes, in accordance with Policy FNGB. The District's Digital Device Agreement, the Guymon Public Schools Student Handbook, and all applicable local, state and federal laws, rules or regulations will apply.

Borrower agrees to indemnify the District for any claims arising from Borrower's misuse of the Equipment including claims alleging infringement of copyright or other intellectual property rights.

Borrower agrees to use Borrower's best efforts to ensure that the Equipment and subsequent accounts are not compromised or rendered inoperable by any malicious program while in Borrower's possession.

The Borrower shall be responsible for any damage to the Equipment and for loss or failure to return the Equipment. Borrower acknowledges and agrees that Borrower's use of Equipment is a privilege and that by entering into this Agreement, Borrower acknowledges Borrower's responsibility to care for the Equipment and to return it in full working condition.

Guardian Signature: _____ Date: _____

DIGITAL DEVICE LOAN AGREEMENT (Cont.)

Guardian Responsibilities: Your student has been issued a digital device to modernize and personalize their education. It is essential that the following policies and rules be followed to ensure that the digital device is used in a safe, efficient and ethical manner.

- I will supervise my student's use of the digital device at home.
- I will discuss our family's values and expectations regarding appropriate use of the Internet.
- I will not tamper with the device.
- I will promptly report any problem(s) with the digital device to the school.
- I will make sure my student recharges the digital device's battery nightly.
- I understand that if my student comes to school without their digital device, I may be called to bring it to the school.
- If I am unable to bring the digital device to school, my student may be required to complete an alternate assignment in addition to any missed digital device assignment(s).
- I agree to make sure the digital device is returned to the school when requested or immediately upon my student's withdrawal from Guymon Public Schools.
- I understand that if my student allows damage to the digital device, I will be liable for fines relating to replacement and/or repair of the digital device. My student could also face additional consequences up to and including loss of digital device use privileges or suspension.

Student Responsibilities: When using the digital device at home, at school and anywhere else I may take it, I will follow these policies and rules and abide by all local, state and federal laws.

- I will treat the digital device with care. Failure to report damage will be subject to a fee and/or discipline.
- I will not loan the digital device or charger to anyone. Violation will result in loss of privileges.
- I will not give personal information when using the digital device.
- I will not use the digital device with malicious intent.
- I will bring the digital device to school fully charged every day.
- If I forget my digital device, I will be allowed to call someone to bring it to school.
- If I do not have my digital device in class, I may be required to complete an alternate assignment in addition to any missed digital device assignment(s).
- I will keep all accounts and passwords assigned to me secure, and will not share these with anyone.
- I will not attempt to clean or repair the digital device.
- I will immediately return the digital device in full working condition when requested or upon my withdrawal from Guymon Public Schools.
- I understand that if I violate any of these rules, I may lose the privilege to use the digital device.

| | ACCIDENTAL DAMAGE | INTENTIONAL/CHRONIC DAMAGE |
|----------------------------|--|--|
| 1 st Offense | Warning and/or fee | Detention or Saturday school and replacement fee |
| 2 nd Offense | Detention, Saturday school, ISD and/or fee | ISD and replacement fee |
| 3 rd Offense | Loss of device and/or fee | Loss of device and replacement fee |

DIGITAL DEVICE LOAN AGREEMENT (Cont.)**DIGITAL DEVICE USAGE PROCESS AND PROCEDURES SUMMARY**

These process and procedures outline the conditions for digital device usage.

Fee Structure

Current assessed fees for digital device damage can be found on the Guymon Public Schools' website. Damage and fees are assessed at the discretion of the Library Media Specialist or Technology Department.

Charges are nonrefundable.

Returned chargers must be school issued or a charger replacement fee will be assessed.

Fee Communication

If a student accrues a fee, the guardian will receive one or more of the following communications: phone call, email, notice through district app, and/or letter. If a response is not received within two weeks, the student's digital device privileges will be revoked until arrangements are made.

Parent Initials _____ Student Initials _____