

# Conestoga Christian School

Student/Parent Computer Loan Agreement 2022-2023

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- One Chromebook and Charger are being loaned to the Student and are in good working order. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment. The Chromebook must be transported in a protective bag **provided by the student**. A backpack with a padded section specifically designed for a laptop may also be used.
- This equipment is, and at all time remains, the property of Conestoga Christian School and is lent to the Student for educational purposes only for the duration of the school year.
- The Student may not deface or destroy this property in any way. Inappropriate use of the device may result in the Student losing his/her right to use this computer. The equipment will be returned to the School when requested by the School, or sooner, if the Student withdraws from the School prior to the end of the school year.
- The school property may be used by the Student only for non-commercial purposes, in accordance with the CCS Technology and Internet Policy and local, state, and federal statutes.
- CCS has software and systems in place that monitor and record all Internet usage. Internet usage is filtered, and sites visited are logged. The Student should have no expectation of privacy as to his or her computer or Internet usage, or as to any information stored in the computer or in Google Workspace.
- The Student may not modify the device or use any applications other than those owned or approved by the School and made available to the Student in accordance with this Computer Loan Agreement.
- The Student agrees to make no attempts to add, delete, access, or modify other user accounts on the Chromebook and on any school-owned computer.
- The school network is provided for the academic use of all students and staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network.
- Identification, inventory, and property labels have been placed on the Chromebook. These labels are not to be removed, written on, or modified. If labels become damaged or missing, the Director of Technology should be contacted for replacements. Additional stickers, labels, tags, or markings are not to be added to the Chromebook.
- A Google Workspace for Education account is assigned to each Student to use for appropriate academic communication with other students and staff members. This Google account is not to be used for non-school-related, personal communication.
- The School may obtain reimbursement from, or on behalf of, students for any physical damage to, loss of, or failure to return school property.
- The Student acknowledges and agrees that his/her use of the school property is a privilege and that by the Student's agreement to the terms stated here, the Student acknowledges his/her responsibility to protect and safeguard the school property and to return the same in good condition and repair upon request by School.

**I have read and agree to the above and the responsibilities outlined on page 2 of this form.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent Responsibilities

Your student has been issued a Chromebook computer to improve and personalize his/her education. It is required that these responsibilities are followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my student's use of the Chromebook at home.
- I will supervise my student's use of the Internet.
- I will report to the School any problems with the Chromebook and will not attempt to repair the Chromebook.
- I will make sure that my student recharges the Chromebook battery each night or as needed.
- I will make sure my student brings the Chromebook to school each day.
- I agree to make sure that the Chromebook and charging cable are returned to the School when requested and if my student should be withdrawn from the School.
- I am financially responsible for any physical damage to the Chromebook. I understand that a "CCS In-House Insurance Plan" is required for \$25 per year which is included in my tuition. This plan will cover non-deliberate damage to the device the first time repairs are needed. (Additional details are available in the policy itself.)
- I am financially responsible if my student deliberately damages or loses the Chromebook or charging cable.

## Student Responsibilities

Your Chromebook is an important learning tool and is for educational purposes only. In order to take a Chromebook home, you are required to accept the following responsibilities.

- When using the Chromebook at home, at school, and anywhere else, I will follow the policies of the CCS Technology and Internet Policy and abide by all local, state, and federal laws.
- I will treat the Chromebook with care.
- I will keep ALL food and drink away from the Chromebook.
- I will transport the Chromebook in its protective case and will not place anything else inside the case and will not put the case into an unapproved backpack or bookbag.
- The Chromebook is my responsibility and will stay in my possession at all times.
- I will not modify any software on the Chromebook.
- I will not release personal information to strangers when using the Chromebook.
- I will bring the Chromebook to school each day.
- I will keep all accounts and passwords assigned to me secure and will not share these with anyone else other than my parents or guardians.
- I will recharge the Chromebook battery frequently enough to ensure that it is ready for class each day.
- I am financially responsible for any physical damage to the Chromebook. I understand that a "CCS In-House Insurance Plan" is required for \$25 per year (included in tuition). This plan will cover non-deliberate damage to the device the first time repairs are needed. (Additional details are available in the policy itself.)
- If I deliberately damage or lose the Chromebook or charging cable, I am financially responsible for any repairs or replacement necessary.