



INDIVIDUAL LAPTOP LOAN AGREEMENT

Union Public Schools

The Parent and Student MUST sign this document prior to receiving a laptop.

Program Description: Union Public Schools is proud to offer an exciting program for our students. In order for our students to be prepared for success in college, enhance their engagement with the learning process, and increase their comprehension of the curriculum, every student will be required to use a laptop at school and home. Union Public Schools will provide a laptop for every student.

Choice	Program	Description
<input type="checkbox"/>	Opt-In for Laptop and Laptop Insurance.	I choose to receive an individual district-owned device and enroll in the insurance program during the 2018-19 school year. I understand any reasonable damage/loss will be covered. I understand that any damage or loss claim will include a \$50 deductible.
<input type="checkbox"/>		I elect NOT to receive an individual district-owned device. I have my own laptop that is in working condition and available every day for school use.

	Parent Initial	Student Initial
I have read, understand, and agree to the Individual Laptop Loan Agreement terms and conditions.		
I agree to not alter any setting, software, or configuration on the laptop.		
I understand the laptop must remain in the protective case at all times.		
The laptop and all accessories are district property and will remain district property at all times. Your right of possession and use is limited to and contingent upon the student compiling fully with all policies.		
Union Public Schools retains the right to investigate, search, or seize a laptop at any time.		
I understand some wireless connections outside of Union Schools may not be secure.		
I understand that the laptop should never be left unattended.		
Any malfunction or damage must be reported to Union technology staff as soon as possible.		
I understand that I will use the laptop in accordance with Union Public Schools' Board Policies.		
I acknowledge that the laptop is intended for my personal academic use. The laptop and all accessories will be returned upon my withdrawal from Union Public Schools.		
I acknowledge that I should not attempt to fix, open, or replace parts on the laptop.		
I will not change or modify screensavers, backgrounds and/or icons.		
I will keep all login information and passwords private, unless shared with a parent/guardian.		
I will not use programs to harass, hack, bring in viruses or change others' individual files.		
I will not remove any affixed label on the laptop or case. I will not add any stickers or other labels to any part of the laptop or case.		
I understand that vandalism is not covered under insurance and the full cost of repair or replacement will be the responsibility of the student and parent.		

By signing below, I acknowledge that I have read and agree to the *Union Individual Laptop Loan Agreement*.

Student First Name	Student Last Name	Student ID
Parent Signature	Parent Printed Name	Date
Student Signature	Student Printed Name	Date



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*Official Use Only			
Serial Number		Asset Tag	
Items Returned (Date)	Laptop Yes or No	Power Cord Yes or No	Case Yes or No
Notes:			