

Virginia Beach City Public Schools

Student Laptop Checkout Agreement

The Laptop Loaner program is designed to assist students who may not have access to a computer at home. The schools will give priority to the students who meet one or both of the following criteria: 1) the requesting household has four or more people to every one computer in the household; or 2) the household has students receiving free and reduced price meals. If the requests for laptop checkouts exceed the supply, the laptops will be loaned on a first come, first served basis.

The loaner laptop is to be used for school related purposes only and will be returned by the end of the agreed-upon check-out period.

1. The attached form must be signed by the student and parent/guardian of minor students before a laptop will be issued.
2. The recipient shall immediately report theft or damage of any kind to the loaner laptop to the school's computer resource specialist (CRS).
3. A fee of \$100 will be assessed by the school for a loaner that is reported lost or stolen, not returned on or prior to return due date, damaged, vandalized, or tampered with.
4. The CRS should be contacted to assess any hardware or software problems that may arise. Loaners that cannot be repaired will be taken out of circulation. A replacement loaner may be provided if available.
5. The loaner will need to connect to the school division wireless network at least once every 90 days to ensure that the associated Microsoft licenses remain active.
6. Loaners are intended for home/external use, but can be used at school in accordance with existing school/division policies and procedures. If brought to school, there should be no expectation that the student will be allowed to plug the laptop into a power outlet.
7. Student use of the loaner at all times is governed by the Code of Student Conduct.
8. The loaner laptop and power supply (laptop case and back-up/replacement battery will not be provided) are the property of Virginia Beach City Public Schools and intended for educational use only.
9. The loaner may be used to connect to the Internet outside of school; however, it is not the responsibility of VBCPS to provide Internet connectivity.
10. All Internet use will be of educational value. Parents/guardians of minor students are responsible for monitoring the use of the Internet with this laptop when not on the school division network. The Internet filtering software on the computer may not be disabled for any reason.
11. Loaners contain a basic image containing a Microsoft operating system, Microsoft Office and limited instructional software titles. No additional software is to be installed.
12. Files stored on the laptop should be limited to those relating to school courses or activities. Storing any content (music, pictures, movies, games, etc.) on the loaner which may be construed as profane, pornographic, or offensive is prohibited.
13. Students are expected to follow all copyright laws. The sharing or transferring of copyrighted materials with this laptop is prohibited. **When in doubt, ask first.**
14. Students shall not attempt to open the laptop casing, attempt to repair, or in any way alter the laptop.
15. Personalization of the laptop and tampering with existing identification labels/stickers is considered vandalism and is strictly prohibited.

**Virginia Beach City Public Schools
Student Laptop Checkout Agreement**

Name of School: _____

Student Name: _____ **Student ID** _____

-----**To be completed by student and parent/guardian**-----

By signing the form below, the student and/or the parent/guardian

1. Certify that my household meets at least one of the following criteria: There are at least four people for every one computer in the house or my student receives free and reduced price meals.
2. Agree to:
 - Having read and understood the conditions of the Student Laptop Checkout Agreement
 - Receive, authorize, and take full responsibility for the use of the laptop by the student
 - Verify the Serial/Barcode Number on the equipment provided (Student/parent/guardian will receive a copy of this form when the laptop is issued to the student)
 - Return the laptop and power supply to the school on or before the due date shown below
 - Pay VBCPS a sum of \$100.00 if the laptop is damaged, vandalized, tampered with, lost, reported stolen, or not returned to school on or prior to Return Due Date

Student Signature

Date

Parent/Guardian Signature

Parent/Guardian Printed Name

Date

-----**The sections below are completed by authorized school personnel**-----

Form signed by adult student or parent/legal guardian of minor student must be received before laptop is issued.

To be completed when the laptop is issued to student

Laptop Description				Date of Issue	Return Due Date
Brand	Model	Serial No.	Barcode		

To be completed when the laptop is returned by student

Date Laptop Returned: _____

Received By: _____