



South Fayette Township School District

3680 Old Oakdale Road • McDonald, PA 15057-2580
Phone 412-221-4542 • Fax 724-693-2883 • www.southfayette.org

Dr. Kenneth F. Lockette
Superintendent of Schools

Mrs. Stephanie DeLuca
*Assistant to the Superintendent
for Elementary Education*

South Fayette Township School District Laptop Loan Agreement (2018 – 2019)

The South Fayette Township School District is loaning to your Student one laptop, charger, and protective case. The Dell Laptop is being delivered as a new device and is in excellent working order. It is the Student's responsibility to properly handle the equipment and to keep it in an environment that is safe and secure.

The Laptop is, and remains at all times, the property of the South Fayette Township School District and is lent to the Student for educational purposes only. The Student may not damage, deface, or destroy this property in any way. Inappropriate use of the Laptop may result in the loss of the Student's right to use the Laptop. When requested by the South Fayette Township School District, the device must be returned. If the Student leaves or withdraws from the District, the device must be returned prior to departure.

The Laptop, as District Property, may be used by the Student only for non-commercial purposes, in accordance with the District's Acceptable Use policies, procedures, rules, and guidelines as well as local, state, and federal statutes.

Students or others not employed by the District may not install software or apps from personal accounts, without District approval. Photos or videos should only be used by Students for educational purposes and under the discretion of the teacher. At some time, it may be necessary to delete videos or photos stored to provide space for District use.

The Student may not make nor allow others to make any alterations to add, delete, access, or modify District owned information on any laptop or any school owned computer.

The Student, or any individual, may not use the laptop or any device to have access to, post, or share obscene material. While Students are on the South Fayette campus and accessing the District's network, the District utilizes a filtering device to limit accessibility to materials that may be harmful to children.

The Students should have no expectation of privacy regarding the contents of computer files on or communications using the District-owned device. The District reserves the right to examine, inspect and/or access any and all files and information on the laptop at any time.

The South Fayette Township School District network is provided for the academic use of all Students and Staff. The Student agrees to take no action that would harm or interfere with the effective, academic use of the school network.

Labels identifying the Student owner and District device have been placed on the Laptop. No other stickers, labels, markings, or tags of any kind are to be added to the Laptop. Students should not, under any circumstances, provide their identifiable information to others and should take all reasonable precautions to prevent others from using their passwords and information.

The Student and His/Her parent(s)/guardian(s) agree(s) to make every effort to assure that the Laptop is not damaged or rendered inoperable by any means, such as an electronic virus, while in the Student's possession. In the event of repeated damages, the following measures will be taken:

- First Occurrence – computer is serviced and returned as soon as possible
- Second Occurrence – computer is serviced and returned as soon as possible; the student will also meet to discuss the matter with the building principals, and parent contact will follow
- Third Occurrence – computer is serviced and returned as soon as possible, pending receipt of additional \$25 fee from parent/guardian
- Fourth and Subsequent Occurrences – building principals will determine consequences, including but not limited to additional service fees and/or loss of device privileges

Theft of a Laptop will be considered a violation of student conduct and thus be subjected to Student Discipline Policy 218 and other applicable guidelines.

The Student acknowledges and agrees that the use of the laptop as District Property is a privilege and that by the Student's agreement to the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the District Property and to return the same in good condition upon request by the South Fayette Township School District.

_____	_____
Student's Name Printed	Date
_____	_____
Student's Signature	Date
_____	_____
Parent/Guardian's Name Printed	Date
_____	_____
Parent/Guardian's Signature	Date
_____	_____
Parent/Guardian's Signature	Date

SOUTH FAYETTE TOWNSHIP SCHOOL DISTRICT'S

1:1 LAPTOP LOAN AGREEMENT 2018 – 2019

STUDENT RESPONSIBILITIES:

Your laptop is an important learning tool, and its use is a privilege. It is to be used for educational purposes. You must be willing to accept the following responsibilities:

- The student will abide by and understands that digital citizenship includes the responsible use of social media and other web sites and general adherence to District policies and procedures.
- The student understands that District filters are in place while on campus and connected to the District Network, limiting access to materials that may be considered harmful to children.
- When using the laptop at school, at home, and/or anywhere else, the Student will follow the policies of the South Fayette Township School District, especially the Acceptable Use Policy, and will abide by all local, state, and Federal laws and statutes.
- The student will treat the laptop with care by NOT dropping it, getting it wet, leaving it outdoors or in an unsafe area, or submitting the laptop to extreme conditions/temperatures.
- The student will keep the laptop in the school issued protective case at all times.
- The student will not lend the laptop to anyone, not even friends or family; it will be kept in a secure place at all times.
- The student will not delete or alter District-owned programs or files from the laptop.
- The student will not add software or Apps from a personal account or add programs not authorized by the District.
- The student will bring the laptop to school each day. The laptop will be charged and ready for use.
- The student will agree that any electronic communications should be used for legitimate, appropriate, and responsible reasons.
- The student will keep all passwords, personal identifications, and accounts secure and will not share or provide the information to others.
- The student will not attempt to repair the laptop and will follow District procedures requesting assistance.
- The student will return the laptop whenever requested and specifically upon withdrawal or departure from the District.
- The student will abide by and comply with any parental restrictions on their child's use of the internet or laptop during non-school hours. The student is responsible for complying with the parents' or guardians' instructions.

SOUTH FAYETTE TOWNSHIP SCHOOL DISTRICT'S

1:1 LAPTOP LOAN AGREEMENT 2018 – 2019

PARENT RESPONSIBILITIES:

Your Student has been issued a laptop to use as a tool that will enhance and personalize his/her educational experience. It is essential that the following guidelines are followed to ensure the safe, ethical, and efficient operation of this device.

- The Parent/Guardian will supervise the child's use of the laptop in the home or anywhere the child is using the device.
- The Parent/Guardian will discuss with the child the privilege of having the laptop and the importance of family values and expectations in using technology as a tool for learning.
- The Parent understands that District filters are in place while on campus and connected to the District Network limiting access to materials that may be considered harmful to children.
- The Parent/Guardian will not attempt to repair a laptop, nor attempt to clean it with anything other than a soft, dry cloth.
- The Parent/Guardian will report to the school any problems with the laptop and will not delete any District software, apps, or information.
- The Parent/Guardian will make sure the child is prepared for learning by ensuring that the laptop is charged and is brought to and from school every day.
- The Parent/Guardian understands that the laptop is the District's property and is not for use by anyone other than the Student.
- The Parent/Guardian will not add software, Apps from a personal account, or programs not authorized by the District.
- The Parent/Guardian agrees that if the child withdraws or is asked to return the device to the District for any reason, the laptop must be returned.
- The Parent/Guardian understands that He/She is financially responsible to the District if the laptop is lost or stolen.
- The Parent/Guardian agrees to notify the District immediately if the laptop is lost or stolen. If the laptop is stolen and the situation occurs outside of the school day, a police report must be filed and a copy of the report must be given directly to the Main Office.



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Laptop Accidental Damage Protection Service Form (2018 – 2019)

The South Fayette Township School District has purchased Accidental Damage Protection Service (ADPS) for each of the District-issued laptops. The District is requesting that parents contribute \$25.00 (annually) toward the cost of the coverage. Please select one of the options below by marking an (x) and completing the remainder of the form.

_____ I elect to support the South Fayette Township School District policies and the Accidental Damage Protection Service. My check or money order (no cash) in the amount of \$25.00 is enclosed and made payable to the South Fayette Township School District.

_____ I elect not to have my student receive a laptop for transport to and from the home for educational purposes. I will not pay \$25.00 toward the cost of the Accidental Damage Protection Service.

_____ My student qualifies for free/reduced prices, and I elect to support the South Fayette Township School District policies and Accidental Damage Protection Service. I understand that the \$25.00 to support the damage protection premium is waived.

_____ I want my child to bring his/her District assigned laptop home during the school year and summer.

_____ I do not want my child to bring his/her District assigned laptop home and want the laptop to remain at school.

Child's Name Printed: _____

Parent's Name Printed: _____

Parent's Signature: _____

Check #, if applicable: _____



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Laptop Repair Form

Date: _____

Student Name Printed: _____

Teacher Name Printed: _____

Serial Number(s): _____

Brief Description of Problem: _____

Parent/Guardian Name Printed: _____

Parent/Guardian Signature: _____



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Laptop Lost Form

Date: _____

Student Name: _____

Grade Level: _____

Home Room Teacher Name: _____

Serial Number(s): _____

Please Mark Item(s) Lost:

_____ Dell Laptop (\$550.00)

_____ Power Cord (\$50.00)

_____ Protective Case (\$35.00)

Please submit a check with this form to cover the cost for the above lost item(s).

Parent/Guardian Name Printed: _____

Parent/Guardian Signature: _____

Check Number: _____



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Technology Record Form

Laptops are the property of the school district. You are responsible if your laptop is lost or stolen. Please review and verify the information on this form in comparison to your child's laptop. Please sign, date, and return one copy of the Record Form to the Main Office. Please retain the second copy for your personal records.

Date: _____

Student Name: _____

Serial Number: _____

SF Tag Number: _____

I, _____, verify that my child,
_____ has received the following in good
working order: one (1) laptop; one (1) charger; and one (1) protective case.

Parent/Guardian Name Printed: _____

Parent/Guardian Signature: _____