

School-Issued Device Loan Agreement



ORLANDO JUNIOR
A C A D E M Y

Student Name: _____

Device Serial Number: _____

Charger included? Yes No

Device Type: iPad Laptop Other _____

Device Tag #: _____

Device Name: _____

We are loaning you this computer/iPad for the benefit of your child in supporting and developing their education. With this computer/iPad your child will be able to build on and enhance their skills, knowledge, and understanding.

1. The loan agreement exists between the school and the student and parent/guardian who has signed this loan agreement.
2. The computer/iPad is loaned temporarily while the student is enrolled at the school. We will inform you of the dates by when or on which the computer/iPad must be returned. You will be financially responsible for the computer/iPad not returned by that time. When the student is no longer enrolled at this school, you must return the computer/iPad.
3. You will be issued a laptop/iPad and power supply. These remain the property of the school. Students are not permitted to take the device home. If a student damages the device and its accessories, a fee of \$25.00 will be assessed to provide the child with temporary replacement equipment.
4. You are not to install software/apps on your computer/iPad. At no point may you physically open the computer/iPad and make changes to the inner hardware.
5. I am responsible for replacement costs if equipment is lost, damaged, destroyed or stolen. If I fail to return my device in good condition by the return due date, the cost of repair or replacement will be added to my student account.
6. The computer/iPad must not be used for any illegal and/or antisocial purposes. All use of the computer should be in accordance with the school's acceptable use policy. There is no expectation of privacy for any data stored on this computer.
7. There may be occasions when we need you to return the computer/iPad to the school for upgrades and maintenance. Please note that because of these upgrades, it may be necessary to completely remove all information contained on the computer/iPad. The school cannot be held responsible for the loss or damage of any data on the computer/iPad during this process. It is your responsibility to return the computer/iPad to the school's personnel. During this process, technical members of staff may view data or programs on the computer/iPad.
8. All technical support and maintenance must go through the school.
9. If your computer/iPad is stolen, you must immediately report it to the police and get a police report. Immediately report this to us; we will make every effort to replace the computer/iPad when we are able.
10. If your computer/iPad is damaged in any way, please contact us immediately.
11. You have a responsibility to take reasonable care to ensure the security of the computer/iPad.
12. You must not decorate or change the external face of the equipment provided in any way, including affixing stickers.
13. Reasonable health and safety precautions should be taken when using a computer/iPad. The school is not responsible for any damage to person or property resulting from the computer/iPad or equipment loaned.
14. The school is not responsible for any costs resulting from the use of the computer/iPad, including electricity, printer cartridges, paper, or any cost occurring from an Internet service not provided by the school.

I, the parent/guardian have read or had explained and understand the terms and conditions in the loan agreement. I understand that by breaching the conditions, the loan of the computer/iPad may be withdrawn by the school and disciplinary action may be taken.

Parent/Guardian Name: _____

Parent Signature: _____ Date: _____

Office Only: Device Returned on: _____ Signature of School Staff: _____

Parent Signature _____ Date