

U.S.D. 286 Student Technology Equipment Checkout Contract

(Grades 7 – 12, Sedan JH/HS – 2008-2009)

- Students may use USD 286 Technology Equipment for classroom use/projects only.
- Students are allowed to check out Laptop computers, Digital Video Cameras, and Sony Digital cameras (herein called "equipment") on a daily basis from the JH computer lab, either before school or at the end of the school day. The equipment must be returned the next day to the JH computer lab.
- Personal Data Assistants (PDAs) and keyboards will be checked out for classroom use by the coordinating classroom teacher, who will set the usage rules for the students.
- When returning equipment, **DO NOT JUST DROP OFF AND LEAVE THE BORROWED EQUIPMENT IN THE COMPUTER LAB.** The equipment must be checked out and checked in by the technology coordinator. (The equipment will be inspected before being checked out to a student and again when the student returns the equipment.) If the technology coordinator is not available the equipment needs to be taken to the HS office and given to the secretary.
- If a student needs equipment for an extended amount of time, permission must be granted in advance. (Extended check-out is dependent on the number of student projects being worked on at the time of the request.)
- Equipment must be checked out through the **district technology coordinator only.** If the technology coordinator is not available then another teacher will be listed that can check out the equipment to you.
- Students are not to put the equipment in their lockers during the day.
- Students are not to take the equipment on school activity trips or leave the equipment in any vehicle (school or private) due to risk of theft, as well as damage that can be incurred by excessive heat and cold.
- Students are responsible for downloading and printing their work. Any work/disks/tapes/CDs left in the equipment will be saved. It is the student's responsibility to retrieve the items. All items not retrieved at the end of the school year are donated to those who would like the left items.
- PDA hot-syncing will be done only on the classroom teacher's desktop machine.
- Students need to provide their own floppy disks for the laptops/digital cameras. The disks must be virus free, in good shape and the access window cover should be "tight" so as not to get jammed in the camera or laptop disk drive.
- While the equipment/PDA is in the student's possession, good judgement must be employed concerning proper care and security.
- **No software may be installed on the laptops/ or PDAs** without the technology coordinator's prior permission. **Installation of software will immediately void any checkout privileges for the student.**
- Only the student checking out the equipment/PDA may use the equipment. (No brothers, sisters, aunts, uncles, mothers, fathers, etc.)
- If a problem occurs while the student has the equipment/PDA checked out, they should not try to repair the problem or allow another person to attempt repair. The equipment/PDA should be brought to the technology coordinator for repair. *If a problem does arise while the equipment is checked out, the student needs to inform the technology coordinator of the problem at the time of check-in.* (If not, the coordinator will assume the damage was intended and act accordingly by informing the office of the damage.)
- If damage/loss/theft does occur, the student is responsible for any repair/replacement costs for the equipment. (Currently replacement costs for the laptops are around \$1000, costs for the digital camera are \$700, costs for the Digital Video Camera are \$600, and costs for PDA are \$300.)
- A student must have a parental permission contract on file in the JH computer lab before equipment checkouts are permitted. Those students that are 18 years old may sign the contract (a driver's license must be shown for proof of age.)
- Students must pass the digital camera and/or Digital Video Camera training (1st time checkout only. This takes approximately 30 minutes and must be done before or after school. The training record needs to be signed by a trained supervisor.)
- **Any lost/stolen laptops/digital cameras/Digital Video Cameras/ PDAs will be listed with local law enforcement as stolen and prosecution procedures will be followed.**

LOSS OR DAMAGE WILL RESULT IN LOSS OF PRIVILEGE AND/OR REFFERAL TO SCHOOL DISCIPLINE POLICY THROUGH OFFICE.

----- **Please clip and return to JH Computer Lab** -----

I have read and agree to abide by the conditions stated in the Equipment checkout contract.

Student's signature _____ Date _____

Parent's signature _____ Date _____
(Guardian's)