



STUDENT COMPUTER/DEVICE CHECK OUT PROGRAM ACCEPTANCE OF RESPONSIBILITY and HOME USE AGREEMENT

I, _____ agree to allow _____
Name of parent or guardian Name of student

to participate in our school's Computer/Device Check Out program. I understand that the student named above will be loaned a computer/device for use at school and home.

PARENT/GUARDIAN AND STUDENT AGREE TO THE FOLLOWING CONDITIONS:

1. The device will be used responsibly at school and at home, in accordance to the Acceptable Use Policy outlined in the Student Rights and Responsibilities.
2. The device will be designated for use by the undersigned student.
3. The device will be used for instructional purposes and not for recreational or employment activities.
4. FCPS has the right to recall and review the contents of the device named above at any time including any personal information that may be stored on or accessible by the device.
5. Uses unrelated to the FCPS educational program (including but not limited to downloading of personal games or music and installing additional applications) are prohibited.
6. Once the device is returned, data the student may have stored on the device will no longer be accessible.
7. The device listed above has an Internet content filtering application configured to limit student access to harmful and inappropriate Internet sites. Parents and guardians are still responsible for monitoring their students' use of the FCPS device.
8. The device is loaned to the student temporarily. The device and accessories will be returned to school immediately upon request of the instructor or other school official.
9. Parent/Guardian and/or student accepts full responsibility for the device listed above. Parent/Guardian agrees to reimburse the school for any damage caused as a result of student negligence or misconduct regardless of where the damage occurs.
10. Parent /Guardian will reimburse FCPS for the cost of replacement should the device be lost, stolen or damaged. The costs incurred will not exceed the original cost of the device and its accessories. In the case of lost, stolen or damaged equipment, parent/student agrees to contact the school within **five** business days so that appropriate procedures can be put into action to ensure replacement.

Responsible Use Guidelines

The guidelines below should be reviewed with your student.

1. FCPS borrowed computers/devices should be used only in conjunction with projects relating to the educational programs of FCPS. It may not be used as a personal or social device for the student.

2. A computer/device is valuable, treat it appropriately. It should not be thrown, dropped or hit. It should never be placed on the roof or hood of a car, on the sidewalk or street, or treated in any way that may cause it to be crushed, dropped, or damaged.
3. The computer/device is for your use only. Your friends, other students, siblings, cousins, or other people should not use it. Keep away from pets at all times.
4. A computer/device should never be left unattended in the classroom, on the bus, in the hallway, in the lunchroom, in the gym, or any other public place.
5. A computer/device should not be used near water, household chemicals, food or drink, or other liquids that could damage its electronic components.
6. When carried outside, a computer/device should be protected in such a way that rain, snow, ice, excessive heat and or cold will not damage it.
7. When using a computer/device, it is essential to practice responsible Internet citizenship. Responsible Internet citizenship is outlined in the Internet Safety and Security section of the Acceptable Use Policy.
8. When the student brings the computer/device into school to use during the day, it must be fully charged, prior to returning to school.
9. Technical support for the checked-out computer/device is available from your school, during school hours only.

I have read and agree to the above conditions and guidelines, and I give my permission for my student to be issued an FCPS laptop.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature (please sign): _____

Today's Date: _____