

Student & Parent Laptop Policy & Acceptable Use Agreement

iForward will loan school laptops to students who are in need of a computer. However, students and parents are responsible for maintaining the optimal operating condition of the laptop. The students/parents will be financially responsible for the repair of the laptop if inappropriate non-school use was the root of the problem. We will attempt to make repairs remotely with our technology team; however, if the laptop is beyond remote repair, it will need to be returned to the tech team. **If a student is charged for laptop repair, the invoice is expected to be paid in full within one month. Please contact the office if it is necessary to make other payment arrangements.**

Students should take caution to protect school-issued laptops from accidental damage or virus infections. Damaged, broken, or virus stricken laptops, **whether accidental or not**, are the responsibility of the student and their parent/guardian to pay for the damages incurred.

Parents/Guardians and Students need to understand that school laptops lost, stolen, or significantly damaged will need to be replaced. In situations like these, **the full cost will be charged to the family to replace the laptops which is estimated to be approximately \$750.00 to \$1,200.00 depending on the unit.** This amount includes the replacement laptop, warranty cost, software educational licensing, other software costs, and labor costs. Replacement computers can only be purchased by the school district and not by the student or family. Families will not receive the damaged computer if they are required to pay for a replacement.

By borrowing a school laptop, we agree to the above and below statements.

- I (We) would like to borrow an iForward school laptop for our education.
- I (We) agree the school laptop is to be used for **school and educational purposes only**.
- I (We) agree there will be no downloading of any program or software without written permission from the school administration.
- I (We) understand and agree we will be financially responsible for any physical damage, virus infection, whether accidental or not, lost, stolen, or missing laptops. We acknowledge and understand the laptop replacement charge will be up to \$1,200.00.
- I (We) agree to follow all rules and provisions of the Grantsburg School District/iForward Acceptable Use Policy. We understand the school laptop can be recalled at any time.
- I (We) understand and agree that any hardware or software is owned by the GSD/iForward.
- **I (We) understand and agree we will have a backup computer available at a moment's notice. We understand attendance is required whether we are using a school-issued laptop or not.**

Please Note: Signatures must be HANDWRITTEN and not ELECTRONIC.

Signature of Student

Date

Print Name of Student

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

*Signature of Co-signer (If student is over 18)

Date

Phone number of Co-signer

Address of Co-signer

Email of Co-signer

*Co-signer must have pre-approval from school administration