

Ray Public Schools Device Loan Agreement

Overview

As part of the Ray Public School Online Initiative, your student is being provided with a device and charger to use for educational purposes at home. In order for your student to receive his/her assigned device, both the student and his/her parent/guardian must sign and return a copy of the Device Loan Agreement Form.

Students and parents/guardians must carefully read this agreement prior to signing it. Any questions can be addressed to the Ray Public Superintendent: ben.schafer@rayschools.com

Device and Accessories

- The student will receive one device (Chromebook) and a charger for use at home. This equipment is, and at all times remains, the property of the Ray Public School. It is loaned to the student for educational purposes only during the academic school year.
- The student may not deface or destroy this property in any way. The student can be held liable for a lost device and/or a device that has been damaged due to neglect, abuse or malicious act.
- All material on the laptop is subject to review by school staff. Mr. Bergstrom has set up these machines to be **managed and monitored**. If there is a police request, Ray Public School will provide access to the device and network accounts associated with the student's use of the laptop.
- If the device is stolen while in the student's possession, a police report must be made by the family and a copy of the incident report provided to Ray Public School.
- If the device is accidentally lost or damaged while in the student's possession and outside of the school building the student attends, the parent/guardian will submit a signed and witnessed report of the event.
- The device and charger will be returned at any time when requested by Ray Public School. If the student withdraws from Ray Public School, the student must turn in the device and charger before his/her last day of school in Ray. If the student withdraws from Ray Public School and does not return the device and charger, the incident will be turned over to the Williams County Prosecutor's office and/or the student's parent/guardian will be billed for the current value of the device and charger.
- Identification labels have been placed on the device. These labels are not to be removed or modified. If they become damaged or missing, the student should contact michael.bergstrom@rayschools.com for a replacement.

- Additional stickers, labels, tags or markings of any kind are not to be added to the device or the device case unless prior approval is granted by the Ray Public School Administration
- The student acknowledges and agrees that his or her use of the device is a privilege and that by the student's agreement to the terms hereof, the student acknowledges his or her own responsibility to protect and safeguard the District property and to return the same in good condition upon request by the Ray Public School.

Software/ Networking

- The student may not install or use any software other than software owned and approved by the District and made available to the student in accordance with this receipt and agreement.
- The student and family understands that the Ray Public School will not provide individual technical assistance with home Wi-Fi connections.
- The Ray Public School school network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network. You may drive to the school parking lot and use the internet if you are having connection trouble at home.

Use

- The device is to be used only for non-commercial, educational purposes, in accordance with district's policies and rules, the Ray Public School Acceptable Use Regulation, as well as local, state, and federal statutes.
- This device has been set up for and is intended to be used by only the student(s) it has been assigned to. The student agrees to let no other person use this device. (NOTE: Parents/babysitters/older siblings, etc. are permitted to monitor their student's activity on the device and to provide supervision and help)
- Inappropriate use of the device may result in the student losing his or her right to use the device.

Daily Responsibilities

- The student is responsible for having the device and the charger ready to use each day for online assignments and activities.
- Devices should not be left in potentially unsafe areas.

- The student agrees to keep a backup of any important school work (e.g. in their Google Drive account, on a flash drive, etc.) and understands that if he/she does not and the device becomes non-operational, they will lose their work.

Thank you for going on this digital journey with us. Please take a picture of this signature page and send it digitally to ben.schafer@rayschools.com. You may mail it to the school at:
Ray Public School, P.O. Box 564, Ray, ND 58849

Student
Signature _____ Date: _____

Student
Signature _____ Date: _____

Student
Signature _____ Date: _____

Student
Signature _____ Date: _____

Parent
Signature _____ Date: _____

Thank you for sharing a device with us to facilitate student learning! We appreciate your assistance at home as we work through many new things! Enjoy your device.