



## Roanoke County Public Schools Student Laptop Loan Agreement

To support our C-Change Framework, RCPS provides laptops for instructional use. Guidelines are necessary to protect the laptop and the school network and ensure that this technology serves as an effective instructional tool. Students and their parents/guardians must agree to the following:

1. The student agrees to follow all RCPS regulations and policies governing the use of the computer as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
2. Any electronic device assigned by the school is Roanoke County Public Schools (RCPS) property and should be returned IMMEDIATELY before withdrawing from school. Failing to do so could result in an invoice for the full cost of the device per up-to-date quote from supplier.
3. If the student is in the check-in/check-out program, the student agrees to return laptop to RCPS staff at the end of their school day.
4. Upon request, the student agrees to deliver the computer to RCPS staff for technical inspection or to verify inventory or other information; this may include random screening.
5. ONLY authorized programs installed by RCPS staff may be used on this computer, additionally students should not attempt to download or install software that is not authorized by RCPS. (In accordance to the acceptable computer system use agreement administrative regulation 6.42d, section I part E)
6. Students should not download, stream, install or play GAMES, MUSIC, VIDEOS or PICTURES unless specifically authorized by a teacher. (In accordance to the acceptable computer system use agreement administrative regulation 6.42d, section I part C).
7. Personal messaging is prohibited in school unless for instructional purpose (In accordance to the acceptable computer system use agreement administrative regulation 6.42d, section I part D).
8. Students should not attempt to bypass any form of security built into the system by Roanoke County Public Schools or attempt to access networks not specifically authorized for student use.
9. District provided email and cloud storage will be available to students and must be used for instructional purposes (In accordance to the acceptable computer system use agreement administrative regulations 6.42d section I, part K).
10. Students will not remove RCPS labels or tags nor will they alter the laptop's appearance. No substance is to be placed on the computer. (In accordance to the acceptable computer system use agreement administrative regulation 6.42d section I, part I).
11. Students must handle and transport the laptop in a responsible manner; the laptop MUST be in protective casing when being transported. Failure to protect the computer by using a sleeve or protective casing will be considered intentional damage. (In accordance to the acceptable computer system use agreement administrative regulation 6.42d section I, part G).
12. Accidental, non-negligent damage will be repaired at no charge. Intentional damage will result in charges to the student for the total cost of repairs or the replacement cost of the laptop. (In accordance to the acceptable computer system use agreement administrative regulation 6.42d section 1, part H).
13. Students must report loss or damage to their laptop, charger or case immediately (In accordance to the acceptable computer system use agreement administrative regulation 6.42d section I, part J).

I have watched the RCPS laptop orientation video at <https://www.rcps.us/Page/2765>. I have read and agree to comply with these guidelines. I have read and agree to abide by all RCPS policies and regulations for the use of equipment including the Acceptable Computer System use agreement (policy 6.42), as well as the Student Conduct Code. I understand that the School Division may access, monitor and archive my use of the computer system, including my use of the Internet, email and downloaded material, without prior notice to me. I accept responsibility for damage to or loss of the equipment delineated below while assigned to me.

**ADDITIONAL TERMS OF AGREEMENT:** RCPS grants permission to the student to have limited use of the laptop described in this agreement. The student is responsible at all times for the care and appropriate use of this laptop. The laptop remains the property of RCPS and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person or persons without the express written consent of RCPS.