

**Readsboro Central School**  
**301 Phelps Lane, Readsboro, VT 05350**  
**(802) 423-7786**

## **TECHNOLOGY DEVICE USE AND LENDING AGREEMENT**

### **Device Accountability**

As a parent/guardian of a student attending the Readsboro Central School:

- I acknowledge that I have received the above device/equipment and that it is to be returned to the School Office upon completion of use.
- I assume complete responsibility for the use and operation of this equipment and for all damages caused by misuse.
- Further, I release the Readsboro Central School and its employees from any and all liability or claims that may arise as a result of my use of this equipment and agree to hold the School and its employees harmless from any such liability or claims.
- I have been given the replacement cost(s) of the device/equipment below:

**Device cost (Chromebook): \$300.00**  
**Charger cost: \$30.00**  
**Device cost (Apple Mac Studio): \$2,400.00**  
**Monitor Cost: (\$300)**

- If the device is not returned in a reasonable condition, or not returned at all, I will be responsible for full reimbursement of its cost to the Readsboro Central School.
- Prior to each and every use, I will ensure my hands are completely clean, without any dirt food, or other harmful sticky residue, and will wash if needed
- I will never eat or drink while using any of the school's devices

### **Device Use Guidelines**

The device that you will be issued is the property of Readsboro Central School. To maintain the utmost appropriate use of this equipment, please abide by the following guidelines:

- I will not put markings or stickers on the device or try to deface/or damage it in any way.
- The device is sensitive to moisture and extreme temperatures.
- The device must not be left in a car or location where it can be damaged by cold or heat and must be kept dry and away from sources of water.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth made for this use. **Not** paper towels.
- To extend the battery life of the device, do not constantly charge it by leaving it plugged in. It is best to charge to 100%, unplug, and let the battery drain down to below 20% before recharging full again.
- In the event of damage or theft of the device, I will report the incident to the school within 24 hours.
- I will properly shutdown the device and keep it in a secure location when not in use.

Some examples of careless behavior and mistreatment of devices include, but are not limited to:

- Slamming the screen down on a classmate's hand
- Throwing the device
- Pulling keys off keyboard
- Placing the device hanging off the edge of a desk or table without looking
- Carrying the device around by the screen rather than the base
- Shoving classmates into desks and tables, knocking devices onto floors
- Leaving devices on floors and halls
- Jumping up and running, while tripping over and ripping out the power cord, subsequently damaging the charging port
- Pulling and bending power cords

This agreement encompasses devices intended for students to use for schoolwork, which includes both the individual Chromebooks assigned to each student, as well as the stationary workstations as part of the new Mac Lab, paid for by a one-time grant. Further, this agreement also encompasses devices students are not intended to touch, but may inadvertently damage, such as staff devices.

I have read, understand, and agree to all the responsibilities in proper use of the provided technology device.

Date: \_\_\_\_\_ School: \_\_\_\_\_

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_