



PROVIDENCE HALL CHARTER SCHOOL

Library use only
date received:

Student Laptop & Hotspot Lease Agreement 2019-2020

Providence Hall High School is committed to providing a relevant and meaningful educational experience for all students. The increasing role of technology in the world creates a greater need for technological opportunities in the classroom and at home.

We have been selected to receive a grant from Mobile Beacon's Connect for Success program.

The following sections outline the responsibilities of the school and the student/parent with regard to loan and use of laptops at Providence Hall High School. Laptops and hotspots may be borrowed by students following the agreement of parents/guardians to the terms listed in this document. Please read it carefully.

Providence Hall may:

1. Lend Student a laptop computer (& charger) to be used only for educational purposes.
2. Lend Student a Sprint-enabled hotspot to be used only for educational purposes.
3. Facilitate all necessary repairs and maintenance of the computer equipment.
4. Ensure computer equipment will be used in accordance with internet use policy by providing students with instruction on the use of devices, and digital citizenship, which are the norms of appropriate, responsible behavior with regard to technology use. Infractions may result in disciplinary action.
5. Ensure network and personal information is secure as outlined in the data governance policy.

Students/Parents/Guardians will:

1. Ensure that Student will use the computer only for approved educational purposes according to the Electronic Device and Internet Use Policy as published and updated periodically in the Student Handbook.
2. Ensure that no installation or use of unauthorized hardware, software, or extensions takes place.
3. Ensure that Student will bring the computer to school every day with the battery charged.
4. Ensure that Student will take good care of the computer equipment.
5. Not lend the computer to unauthorized users.
 - a. Unauthorized users include anyone other than the named student or their parent/guardian (who are authorized to utilize school computers to assist with homework, checking grades, and communicating with the school).
 - b. The named Student is responsible for any content accessed by unauthorized users, including breaches in the Internet Use Policy and Data Governance Policy, in which other disciplinary action may result.
6. Report software or hardware problems to the librarian or IT director immediately.
7. Return the computer to the school on the designated due date.

8. Surrender the computer equipment (including charger) to a teacher, librarian, IT Director or school administrator for inspection **upon demand**, even without prior notice.
9. During the school day, students must have their laptops/hotspot with them or locked in their school lockers. Laptops must never be left unattended. Lost or stolen laptops are the responsibility of the student and their parent.
10. Ensure students will not deface laptops in any way. Examples include writing names, placing stickers, drawing, or painting. If there are any questions check with administration. Students are not to remove, deface, or alter the school property identifying stickers, labels, or barcodes in any way, shape or form.
11. Ensure care is taken to prevent leaving the laptop/hotspot in undesirable conditions (i.e. hot cars, bathrooms, cold garages, floors, or near small children).

Damaged or missing laptops must be reported to the school librarian immediately.
Replacement/repair costs will vary depending on the situation and family financial status.

By signing below I agree to the terms and conditions listed above.

Student Name

Grade

ID Number

Student Signature

Date

Parent Printed Name

Date

Parent Signature

Date