



Sterling Public Schools

P.O. Box 158 400 Tiger Blvd.
Sterling, Ok 73567

Loan Agreement and Acceptable Use Agreement for Chromebooks/iPad

The Chromebooks/iPads will be loaned to students (each a "Borrower"). Parents/guardians and students must sign and return a copy of this Loan Agreement and Acceptable Use Agreement before the Chromebook can be issued. This Loan Agreement outlines the requirements for obtaining a Chromebook through SPS Technology.

Items loaned are: one Chromebook and one charging cable. Items will be assigned and checked out to each student. This program is designed to loan students the equipment necessary to access and use digital instructional materials for learning off campus.

The Borrower understands that the equipment is being loaned in new condition. It is their responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is the property of Sterling Public Schools of Sterling, OK, and is herewith being loaned to the Borrower for educational purposes for the academic school year or until further notice. The equipment may not be defaced or destroyed in any way. Inappropriate material on the device may result in the Borrower losing his/her right to use this equipment or disciplinary action. The equipment will be returned to the school on a date to be requested or sooner if a student is discharged (expelled or suspended), graduates early, withdraws, or transfers from the District prior to the end of the school year.

If the equipment is lost, stolen, or damaged while in the Borrower's possession, the Borrower is responsible for notifying the campus administrator immediately.

Borrower acknowledges and agrees that Borrower's use of the equipment is a privilege and not a right, and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the equipment. Borrower acknowledges that there is no expectation of privacy in the use of the District's network system. The District has the right to monitor, review, and inspect any directories, files, and/or messages, residing on or sent using the equipment or through the network system. Messages or conduct relating to or in support of any illegal or inappropriate activities will be reported to the appropriate authorities. Any personal or private information that a Borrower does not want revealed should not be placed on the equipment or sent through the District's network system.

By signing this Agreement, students and parents/guardians agree to follow the Policies and Procedures. Students, parents/guardians are encouraged to read and understand these Policies and Procedures prior to signing this Agreement.

Access to the equipment is a privilege, not a right. Violating the letter or spirit of the regulations may be cause to deny a student or staff member access to the equipment, and/or may result in more serious disciplinary action(s).

General Care of the Equipment

- Treat the equipment with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- If the equipment is damaged or not working properly, it must be turned in to Technology Staff for repair or replacement. Borrowers are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the equipment.
- Keep your equipment secured when transporting it.
- Do not leave your equipment in an unsecured area.
- Do not loan the equipment to anyone.

- Protect the equipment by unplugging the power supply and other accessories when transporting the equipment.
- Protect the display by carefully closing the lid when moving the equipment.
- Borrowers are expected to treat their equipment with care and respect. The equipment is the property of Sterling Public Schools, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the equipment or protective case are not allowed and will result in loss of privileges and disciplinary consequences.
- Borrowers should not use their equipment while walking. Borrowers are strongly encouraged to use their equipment on a flat, stable surface such as a table. The equipment is fragile and if dropped can easily break.
- Borrowers should protect their equipment from extreme heat or cold. The equipment should never be left in a car, even if the car is locked.
- The equipment should be protected from the weather, water or other liquid, food, and pets. Borrowers should never eat or drink while using their equipment, or use their equipment near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your equipment. This includes books, musical instruments, sports equipment, etc.
- The equipment should be turned off or placed in “sleep” mode when not in use. In addition, the equipment should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the equipment to overheat and will result in damage to the equipment.

General Use of the Equipment and the STERLING PUBLIC SCHOOLS Network System

Sterling Public Schools fully expects that all Borrowers will use the equipment systems in a responsible, appropriate, and legal manner. Use the following regulations as a guide when working with the equipment and within the District’s network system:

- Follow the Sterling Public Schools Policy when using the Internet at home or at school.
- Borrowers must not violate any STERLING PUBLIC SCHOOLS Board policy, state, or federal law.
- Any inappropriate or careless use of the equipment should be reported to a teacher or other staff member immediately.
- Borrowers must immediately report theft or damage to a teacher and to technology staff. For hardware and software problems, Borrowers must take their equipment to the campus administrator.
- Honor your family’s values when using the Internet. Parents will discuss family values and expectations regarding the use of the Internet at home. Parents will supervise their child’s use of the equipment at home.
- Do not give personal information when using the Internet.
- E-mail (or any other electronic communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
- Borrowers may access only those files that belong to them or which they are certain they have permission to use. Borrowers are expected to follow all copyright laws.
- Borrowers are expected to only access teacher authorized sites at the appropriate times.
- Students are expected to notify their teacher immediately if they accidentally access an inappropriate site.
- All equipment is assigned to an individual Borrower. Borrowers should never “swap” or “share” their equipment with another person. The equipment should be in the Borrower’s possession or secured at all times.
- Borrowers may never share their password with others. Passwords should always be kept confidential.
- Borrowers should never attempt to “Hack” into any computer/equipment system or engage in unauthorized use of the network.
- All Borrowers must agree to never maliciously damage or steal the school equipment or electronic data.
- All Borrowers must agree to never change the settings of school-supplied software.
- If the equipment is stolen while at home, Borrowers should immediately report the theft to the local police. This information should also be conveyed to the campus principal at the first opportunity available.

Using the Equipment for Internet and E-mail

Sterling Public Schools will filter Internet access at all times on the equipment. Any attempt to disable that filter will result in disciplinary consequences.

- Borrowers understand that Sterling Public Schools does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school and at home, it is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
- Borrowers should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their equipment are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a Borrower's access to them at any time, and for any reason.

Technology Internet Filter Information:

Sterling Public Schools strives to create a safe online environment for students and staff engaged in research and learning activities. The district complies with the Child Internet Protect Act by filtering Internet content for all STERLING PUBLIC SCHOOLS individuals who use the STERLING PUBLIC SCHOOLS network and Internet access. Users are expected to comply with all stipulations of the district's Policy.

Internet Filter Information:

In accordance with the Children's Internet Protection Act (CIPA), the Sterling Public Schools will monitor and filter all Internet access by using appropriate filtering and blocking technology.

- All district computers and mobile devices, with access to the Internet, will be filtered.
- All users will be restricted from access to inappropriate materials. The district's filter system supports blocking or filtering access to visual depictions if they are deemed: (1) obscene, (2) pornographic, or (3) harmful to minors.
- The district cannot disable the filters when minors are using the Internet even with parental or teacher permission and supervision.

STERLING PUBLIC SCHOOLS network and Internet access users are required to comply with all stipulations in the STERLING PUBLIC SCHOOLS Policy.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their equipment in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use this equipment in an appropriate manner will result in consequences, as determined by the staff and administration of Sterling Public Schools.

Sterling Public School District Technology Lending Agreement

Student & Parent/Guardian Acknowledgement

I have read this Agreement and understand my responsibilities in the use of the equipment, network system, Internet, and any other applicable equipment. I also understand all the policy and procedural expectations and obligations related to the initiative Sterling Public Schools is implementing.

1. I understand and acknowledge that my Chromebook should only be used for educational purposes and not in any way that is inconsistent with District policies, the Student Handbook, the Student Code of Conduct, as applicable.
2. I HAVE NO EXPECTATION OF PRIVACY AND ACKNOWLEDGE THAT MY EQUIPMENT IS SUBJECT TO INSPECTION AT ANY TIME WITHOUT NOTICE AND REMAINS THE PROPERTY OF STERLING PUBLIC SCHOOLS.
3. I agree to return the equipment at the end of the school year, withdrawal, suspension, and expulsion from STERLING PUBLIC SCHOOLS.
4. I agree to return the Chromebook, charging cable, and any other equipment in good working condition, or I must pay for the repair or replacement.

By signing this Agreement, I acknowledge and agree to the stipulations set forth above.

I have read and understand the Sterling Public Schools Acceptable Use & Technology Lending Agreement.

Student Name (please print) _____

Student Signature _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____

Date _____

Chromebook/iPad Number: _____

Student Grade _____