

Upper Township School District
Equipment Usage Form for Students

Student Name: _____

Grade/Homeroom: _____

Equipment: 13" MacBook Air, Charger, Extension Cord, Protective Case, Carrier Bag

Fixed Asset # (to be filled out by the District): _____

All use of the Upper Township School District's computers, software and related technology will be in accord with information provided in this document. By placing signature at the end of this document, student acknowledges receipt of the above equipment. Student also acknowledges that they have read, understand, and have agreed to comply with the regulations contained in this document.

PERMISSIBLE USAGE OF EQUIPMENT:

- Student understands that this equipment, software and related technology listed above is and will remain the property of the Upper Township Board of Education
- It is the responsibility of the student to comply with the administrative regulations and school rules for acceptable use, security, storage, care, and use of the equipment
- The equipment, software and related technology listed above are being loaned for use throughout the student's enrollment in the Upper Township Middle School
- This loan is to help the student in carrying out responsibilities and to enable and assist the student in acquisition of mandated 21st Century Skills and knowledge as outlined in the District Technology Plan and the National Core Curriculum Content Standards
- Student understands that the district has purchased licenses for all installed software and that student use of same is subject to the terms of such licenses
- No software of any kind will be copied and/or distributed to or from this equipment in violation of such licenses and/or copyright laws (other software can be installed or downloaded on district owned computers only if explicit authority has been granted by a certified staff member)

RETURN OF EQUIPMENT:

- Student agrees to return the equipment to the Board in good working condition (reasonable wear and tear expected and accepted)
- All student passwords and accounts will be disabled upon promotion to Grade 9
- Student will be directly responsible for the reimbursement cost of equipment if neglectful

SECURITY:

- The risk of loss or damage to the equipment caused by fire, or other natural casualty remains on the Upper Township School District (student will not be personally responsible)
- Laptops should only be used/stored in/on the following areas:
 - a. When in class, laptops are either being used, kept in the carrier case or carefully place into temporary storage slots located throughout the building
 - b. When walking in the hallways, laptops are to be stored in the carrier case and the carrier case should be worn by the student (in a backpack manner)
 - c. Laptops should never be placed on the floor, in student lockers, on top of items other than student desks, in the locker rooms, on a bus, in a bathroom, near extreme heat or cold or any other unauthorized area of the middle school
- Any theft or physical damage should immediately be reported to a staff member or administrator (a police report will be filed if the computer is not found/returned within 24 hours)

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____