

Central Virginia Governor's School for Science and Technology
Student/Parent Equipment Use Agreement

This Equipment Use Agreement is between the Central Virginia Governor's School for Science and Technology (CVGS) and:

Student Name: _____

Parent/Guardian Name (please print): _____

- 1. Equipment:** CVGS is loaning the following Equipment for the exclusive use of the Student. The Equipment is the property of CVGS, and is on loan to the Student for educational purposes only, subject to the conditions herein: *One laptop, one power cord and one laptop sleeve*
- 2. Terms of Agreement and Return of Equipment:** CVGS is loaning the Equipment to the Student for the current School Year. The Student's use of the Equipment is a privilege and can be revoked at any time. The Student must return the Equipment upon the request of CVGS, at the end of the school year, or if the Student withdraws from CVGS.
- 3. Inspection by CVGS: The Student has no expectation of privacy in his/her use of the Equipment.** CVGS reserves the right to monitor the Student's use of the Equipment and to periodically inspect the Equipment and anything stored on it without prior notice.
- 4. Use and Care of the Equipment:**
 - The Equipment is to be used for educational purposes only, and the Student's use of the Equipment must comply with all applicable CVGS policies. The Student should take the Equipment home for use outside of CVGS hours. The Student is responsible for the reasonable care of the Equipment, and should place the laptop in the assigned sleeve in a secure location when not in use. The Student should take care not to drop the Equipment or get it wet, and must not leave the Equipment outdoors or in a car in extreme weather conditions, or spill food or drink on the Equipment. The Student may clean the Equipment with a soft, dry cloth only.
 - The Student will transport the Equipment in the sleeve. The Student will bring the Equipment to CVGS each school day, fully charged. The Student and Parent/Guardian understand that if the Student comes to CVGS without the Equipment, the Student may not be able to participate in classroom activities, and his/her grade may be affected.
 - The Equipment is for the Student's exclusive use. The Student may not lend the Equipment to anyone, including family members and friends.
 - The Student will not alter, disfigure, or deface the Equipment, or cover up any numbering, lettering, or insignia displayed on the Equipment. The Student will not alter or remove any software, programs, applications, or users (except to change the password of the student user) installed by CVGS. The Student may load school-appropriate software, programs, or applications on the Equipment.
 - The Student is responsible for all personal data contained on the Equipment; CVGS is not responsible for any data loss. The Student should regularly back up all files and data to external media.
- 5. Responsibility for Loss or Damage and Duty to Report:**
 - Loss of the Equipment or Damage that is beyond normal wear and tear associated with appropriate use may result in repair or replacement costs being passed on to the student and/or Parent/Guardian. Such loss or damage commonly includes damage due to impacts such as dropping, damage due to spills or dirt, and misplacement or theft. Other less likely

but possible damage includes damage due to fire, power surge, natural disaster, and other accidental damages.

- ***The first occurrence of such loss or damage will have a maximum cost to the Student and/or Parent/Guardian of 50% of the pro-rated value of the Equipment. For new equipment, this 50% amount will be capped at \$400.***
 - Additional occurrences of loss or damage for the same student may have a greater cost to the Student and/or Parent/Guardian, up to and including the entire repair or replacement cost.
 - Loss or damage of the power cord and/or protective sleeve and the cost of any repair which is less than \$50 will be the responsibility of the Student and/or Parent/Guardian.
 - If the Student and/or Parent/Guardian qualify for free or reduced priced school lunch and the cost will be a financial hardship for the family, the CVGS Program Coordinator or Director should be notified of that fact so other options to cover the repair or replacement cost can be explored.
 - All cases of loss or damage must be reported to the CVGS Program Coordinator or Director by email as soon as is reasonable and absolutely no later than the end of the next day that school is in session.
- 6. Consequences of Failure to Reimburse CVGS for Repair or Replacement Costs as Noted Above:** If the Student and/or Parent/Guardian does not reimburse CVGS for costs associated with any damage to or loss of the Equipment, the Student may not be permitted to take the Equipment home. The Student may be required to check out and then return the Equipment on a daily basis. Students may be written a formal cost obligation if funds are owed near the end of the academic year.
- 7. Lack of Security Measures:** CVGS has not installed security measures on the Equipment. Thus, there is no filter or restriction of access to potentially objectionable web sites or other materials outside of the CVGS network. In addition, the signatures below acknowledge that all CVGS students are granted access to Google Drive and Google Apps as part of the CVGS program.
- 8. Student Statement and Signature:** **I, the Student, have read, understood, and agree to abide with the terms of this Agreement. I understand that I may be denied access to the Equipment, held financially responsible for the Equipment, or subject to disciplinary action as noted in the Acceptable Use Policy if I do not comply with the Agreement.**

Student Signature: _____

Date: _____

- 9. Parent/Guardian Statement and Signature:** **I, the Parent/Guardian, have read and understood the terms of this Agreement, and I give permission to CVGS to loan my Student the Equipment under the terms and conditions set forth above.**

Parent/Guardian Signature: _____

Date: _____