**JERICHO UNION FREE SCHOOL DISTRICT**

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**Jericho Device Lending Agreement**

**As a borrower of a Jericho UFSD mobile computing device, I accept the following responsibilities:**

* I will follow the guidelines established in this document.
* I will follow all existing district protocols for computer use and regarding data privacy and security, as well as state and federal standards including but not limited to CIPA, COPPA, FERPA, and Ed law 2-d.
* I will not write on or place labels on the device.
* I will report any problem/issue I encounter while using the device to the technology department immediately.
* Devices will be returned at the end of the predetermined lending period.
* Devices will be reassigned as deemed appropriate by district administration.

**Guidelines for proper care of the mobile computing device:**

* A mobile computing device is defined as a “notebook computer, tablet, audio device, and any other internet-enabled portable computing device including music players, touchscreen devices, and drawing tablets.”
* The mobile computing device is not to be loaned to anyone.
* Proper care is to be given to the mobile computing device at all times, including but not limited to the following:
  + Give care appropriate for any electrical device.
  + Keep food and drink away from the mobile computing device.
  + Do not leave the mobile computing device out in extreme heat or cold.
  + Do not attempt to repair a damaged or malfunctioning mobile computing device.
  + Do not upgrade the mobile computing device operating system.
  + Use the appropriate mobile computing device adapter to charge the device.
* Proper security is to be provided for the mobile computing device at all times, including, but not limited to the following:
  + Secure your mobile computing device in a locked drawer or cabinet at the end of the day.
  + Do not leave the mobile computing device unattended or in open view.

**Mobile Computing Device Management**

* Do not sync the mobile computing device to a home computer or to any personal email or application purchasing accounts.
* The policy for licensing Apps and/or Programs for district owned devices is the following:
  + Apps and/or Programs will be purchased by the district through the Volume Purchasing Program.
  + Only the district’s appointed Program Facilitator will be authorized to approve and purchase apps and/or programs.

**Damage or Loss of Equipment**

* In the event of any damage, theft, or loss, a determination will be made regarding the cost of repair or replacement by the district.
* All damaged equipment remains the property of the District. Any damage, theft or loss of or to the mobile computing device must be reported to the District immediately.
* It is the Student/Parent/Teacher’s responsibility to return the mobile computing device and all related equipment on the specified date and in the same condition issued, with normal wear and tear excepted as determined by the District.

**District Rights and Responsibilities**

The District reserves the right to:

* Monitor mobile computing device activity, including internet access or intranet access on the school's file servers.
* Make determinations on whether specific uses of mobile computing devices are consistent with the District's policies.
* Suspend the user’s access to the District’s network and/or use of the mobile computing device if at any time it is determined that the user is engaged in unauthorized activity or is violating District policies.

**I have read, understand and agree to abide by all of the conditions set forth in the Jericho Device Lending Agreement, and agree to adhere to the District’s Computer Network and Acceptable Use Policy when using the mobile computing device at school or at home:**

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

Borrower’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If this is being lent to a student borrower:**

I am the parent or legal guardian of the Student. I consent to my child’s use of the school-issued Laptop/iPad at school or at home, and agree to the foregoing terms and conditions applicable to such use.

Parent’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*To be completed upon issuance of the device:*

Date of Issuance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Device Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manufacturer/Brand: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inventory/Serial Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_