

# Wicomico County Public Schools: Laptop Loaner Device Agreement



This document is distributed at the time the laptop is assigned to the student. The Agreement becomes binding and the responsibility of the parent/guardian at that point.

As a guardian or student, I agree to the following statements related to a loaned laptop device for educational use at home.

I agree that my student and I will follow the Wicomico County Public Schools' Acceptable Use Policy and Procedure.

### Acceptable Use:

1. I understand the laptop is the property of Wicomico County Public Schools (WCPS). The district retains all rights to the hardware and software.
2. I understand that WCPS has the right to monitor and may monitor use of the laptop.
3. I understand that the student must use district-approved digital tools to protect data privacy. WCPS installs CIPA (Children's Internet Protection Act) filtering tools to limit access to inappropriate websites.
4. I understand I am responsible for monitoring and guiding my student's activity while on the laptop at home.
5. I understand I am completely responsible for the laptop while checked out.
6. I agree to follow all WCPS regulations and policies governing the use of the laptop as well as all applicable state and federal laws including copyright and intellectual property law pertaining to software and information.
7. I agree not to remove or alter any Wicomico County Public Schools' identification labels attached to or displayed on the laptop, or to change identification within the device.
8. I agree to deliver the device promptly to my school front office for technical inspection, to verify inventory, or for other reasons when requested.
9. I agree to keep the laptop and district information safe and secure. (i.e., not in open view even in a locked car, or in areas of extreme temperature or humidity. A padded carrying case or backpack is recommended.)

### Damage/Loss

10. I agree to report theft, loss, or damage to the laptop to the school office immediately, and to the police in the case of theft, and that the district will disable the device from further use.
11. I agree to return the equipment at the end of the loan period set by the school, or when my family moves out of the district. All equipment must be returned within 10 days of disenrollment from WCPS, or the date due as communicated in advance by WCPS (i.e., the last day of the school year). Penalty for not returning equipment by the deadline is 100% of the replacement value of the device.
12. I agree all repair work will be completed by the district. Costs associated with abuse or misuse of the equipment may be my responsibility. Repair and replacement costs are as follows:

| Description of standard costs                         | Amount |
|---|--------|
| Dell laptop – lost or damaged; full replacement value | \$500  |
| Dell laptop screen with labor                         | \$170  |
| Dell charger/ AC adapter cord                         | \$50   |
| Dell keyboard with labor                              | \$55   |
| Power port with labor                                 | \$30   |
| Motherboard with labor                                | \$170  |
| Battery with labor                                    | \$60   |
| Dell keyboard, palm rest & labor                      | \$90   |
| Hotspot – lost or damaged                             | \$150  |
| Hotspot - Carrying Case                               | \$10   |
| Hotspot - AC Adapter/Cord                             | \$15   |

13. I agree the only support the district will provide are instructions on any required setup.
14. The term of this agreement is the school year in which the device is assigned to the student, or, if applicable, the length of the summer school session. Record of the device assigned to the student will be maintained in the WCPS Asset Tracking system.

**I have read and understand all terms of the agreement. I have discussed the agreement with my student and will support the school in guiding my student in using the laptop at home as an educational tool.**