

Sumter County School System

Student/Guardian/Employee Equipment Use Agreement

Sumter County School System students and employees are provided the opportunity to borrow Chromebooks for student use and laptop computers for employee use that are the property of the Sumter County School System so that they may continue using the technology **away** from school facilities. These Chromebook and laptop computers are to be used only for educational purposes. No student or employee should use a Sumter County School System Chromebook and laptop computers for personal use of any kind. The following procedures will serve as guidelines for use of Sumter County School System Chromebooks and laptop computers and their checkout by schools to students and employees. All students and parents will be required to sign this form acknowledging that they have read and agree with the school system's Chromebook and laptop checkout procedures before a Chromebook or laptop computer can be taken to a location other than a school system facility.

1. All use of the school system's Chromebooks/laptop computers must be for educational purposes. Students and employees are not to use the computers for personal, commercial or business use, or for political or religious reasons.
2. The device and all components are to be returned to the school in the same condition the device was issued.
3. Electronic files sent, received, viewed or stored anywhere in the computer system are available for review by any authorized Sumter County School System staff for any purpose.
4. All activity over the network or using district technologies may be monitored and retained.
5. Modifying or changing device settings and/or internal or external configurations without permission is prohibited and may revoke privileges for use of the Chromebook and/or laptop device.
6. Students and employees who check out a Chromebook or laptop computer assume full responsibility for the replacement cost of the Chromebook or laptop and charger, the user license required for the operating system, and the safety case in the event the student or employee loses possession of the Chromebook and/or laptop for any reason or in the event the Chromebook and/or laptop is destroyed or rendered useless due to damage while in the student's or employee's off-campus possession, including loss of use due to theft, fire, flood, lightning or any other cause.
 - If a device is stolen a police report must be filed and a copy provided to the designee at the school facility and the grant office for which funds were used to purchase the device.
7. All SCS' students enrolled in grades K-12 must have a parent sign below assuming responsibility for the Chromebook while it is in their child's possession.

I have read the Equipment Use Agreement above and agree to comply with them as stated. I also understand that any violation of these procedures may constitute in me not having future access to a Chromebook for use away from school facilities.

STUDENT NAME (please print): _____

STUDENT SIGNATURE: _____ DATE: _____

I accept full responsibility for the replacement cost of the Chromebook my child has checked out in the event of any loss or damage to this equipment in the amount determined by the Sumter County School System Technology Department.

PARENT SIGNATURE: _____ DATE: _____

Home phone: _____ Cell Phone: _____

I have read the Equipment Use Agreement above and agree to comply with them as stated. I accept full responsibility for the replacement cost of the laptop checked out in the event of any loss or damage to this equipment in the amount determined by the Sumter County School System Technology Department. I also understand that any violation of these procedures may constitute in me not having future access to a Laptop for use away from school facilities.

EMPLOYEE NAME (please print): _____ SCHOOL: _____

EMPLOYEE SIGNATURE: _____ DATE: _____