



# CHEATHAM COUNTY SCHOOL DISTRICT

*Achieving Excellence Together*

**Director of Schools - Cathy Beck, Ed.D**

102 Elizabeth Street • Ashland City, TN 37015 • Phone: 615.792.5664 • Fax: 615.792.2551

**Communication • Consistency • Relationships • Service**

### Student Equipment Agreement Form: 2017 – 2018

School Year: **2017 - 2018**

School: Sycamore Middle School

PRINT Last Name: \_\_\_\_\_

CCSD Barcode: \_\_\_\_\_

PRINT First Name: \_\_\_\_\_

Serial Number: \_\_\_\_\_

**BORROWER’S AGREEMENT:** The borrower (student/parent named below) agrees to assume full responsibility for the safety, care, and maintenance of the laptop. While the laptop is in the borrower’s possession, the borrower agrees to abide by all CCSD policies. The laptop is the property of the CCSD, and as such, is subject to monitoring and search of contents at any time. Please note that the laptop is equipped with geolocation. There is NO expectation of privacy in location, use, or data stored on the laptop. The device must be returned to the district immediately upon request, at the end of the year, or upon departure or termination from the District.

While the equipment is in my possession, I agree to the following:

1. I will never leave the laptop unattended and understand that if found at school, I may be subject to discipline. If my laptop is damaged, lost, or stolen I will report it to the school immediately.
2. I understand the laptop is my responsibility and I will not loan it to other individuals.
3. I will know where the laptop is at all times.
4. I will bring a charged laptop to school daily and will protect it by only carrying it in the provided work-in-case.
5. I will keep food and beverages away from my laptop since they may cause damage to the device.
6. I will not disassemble any part of my laptop or attempt any repairs.
7. I will use my laptop in ways that are responsible, appropriate, meet CCSD expectations and are educational.
8. I will NOT place decorations (such as labels, stickers, markers, etc.) directly on the laptop. I will not deface the CCSD identifiers on my laptop.
9. I understand that my laptop is subject to inspection at any time, without notice and remains the property of CCSD.
10. I will follow the policies outlined in the Use of the Internet policy 4.406 (and the associated Administrative Procedure 4.406.1) while at school, as well as outside the school day.
11. I understand that I am subject to disciplinary action if inappropriate content is found on the device.
12. I will file a police report in the event of theft or vandalism.
13. I agree to return the laptop, power cords, and work-in-case in good working condition at the completion of the school year.

Signatures below indicate agreement to stipulations above and the Care of School Property as outlined in Board Policy 6.311  
I understand that a deposit of \$30 is due each year for my student’s device. I understand that other appropriate payments as specified by CCSD may be assessed in the event of damage, a lost laptop, or a theft. I understand that in the event of a lost laptop, I will assist in the search and if it is not found within three (3) days, a police report will be filed by the School Resource Officer. I understand that in the event of a theft outside of school, I must provide a police report.

**To be completed by the STUDENT:**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Grade 2017-18/ Homeroom Teacher

\_\_\_\_\_  
PRINT Legal First & Last Name

\_\_\_\_\_  
Date Signed

**To be completed by the PARENT/GUARDIAN:**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
PRINT Legal First & Last Name

\_\_\_\_\_  
Best Phone Number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Date Signed