

**LAPTOP LOAN CONTRACT**  
KALAHEO HIGH SCHOOL  
730 ILIAINA ST  
KAILUA, HAWAII 96734  
808-305-0200

**Student's Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Kalaheo High School is continuing its 1:1 Program (one laptop per student). HP Chromebooks will be issued to all students. The mission of the 1:1 Program is to create an innovative, collaborative learning environment for students and teachers. The Kalaheo High School *community* will be using the Google Apps for Education tools. The goal is to implement creative uses of educational technology and promote the development of self-directed and lifelong learners who are comfortable working in our rapidly-changing technological world.

**In the case of lost or damaged equipment, parents/guardians will be required to pay replacement expenses.** If the computer is not returned, a fee for the replacement cost will be assessed. Damages will be assessed on an individual basis and may result in fees up to the replacement cost. Any repairs that are covered under the warranty will not result in charges.

The laptop computer, charger cord, and case are the property of Kalaheo High School and are being loaned to the student **for educational purposes only** for the academic school year.

**Failure to comply with the Laptop Loan Agreement procedures may result in loss of privileges.**

**Procedures:**

1. The equipment must be used for educational purposes only.
2. If the computer is lost or stolen while in the student's possession, a report must be filed immediately with the local police authorities and school personnel.
3. You must return the computer and accessories if you leave Kalaheo High School.
4. The district does not permit unethical use of the Internet, email, or any other media. Violation of this policy may result in the loss of laptop loan privileges and disciplinary action by the school.
5. Parents/guardians are required to sign this contract prior to the student receiving the laptop.
6. New students must attend a "Chromebook Rules & Internet Safety" presentation which will include school policies and procedures for the Chromebook and how to make responsible use of technology.
7. Returning students must view the "Chromebook Rules Refresher" video which reviews important information regarding the policies and procedures of the Chromebooks and internet safety.
8. All equipment will be returned to the school in May 2019 [date specified later] or sooner if the student is discharged from school prior to the end of the school year.

**Proper Care and Maintenance of Computer:**

1. Never leave the computer unattended.
2. Computer should be used on a flat, clean surface indoors.
3. Computer should be carried carefully in the carrying case; nothing should be placed on top of the case.
4. Nothing should be put on the surface of the computer when it is open or closed.
5. Food and drinks should be consumed away from the computer.
6. Computer lid must always be closed while being carried.
7. Students should ensure computers are ready for use at school by charging them at home.
8. **Students may not deface or destroy this property in any way.**
  - No stickers or labels or personalizing the outside of the Chromebook OR case is permitted as it may cause damage to the computer.

**Responsibilities and Proper Usage:**

1. While using the Internet, never give out personal information, for example, your name, telephone number or address.
2. Visit only sites appropriate for school use.
3. The computer is signed out to you, no one else should use it nor should you use another student's computer.
4. It is the responsibility of the parent/guardian to ensure that Internet use at home is appropriate.
5. Respect copyright laws when using pictures, audio files and video clips off the Internet.
6. Report any damages or problems immediately to the school technology coordinator (H202) or librarian.
7. The student must be doing ACADEMIC work during class time. NO playing games, watching videos, social networking or any other off task behaviors.
8. Students are responsible for bringing their computer to school daily.

**Special Circumstances:**

Students with special circumstances or academic requirements may request an extended school break or summer break use of their Chromebook. Such requests must be made in writing through the appropriate school counselor, with the approval of a teacher, Tech Coordinator and administrator. All laptop loan policies remain in place for the extended time. All financial responsibilities for the laptop remain the same. The appropriate request form will be attached to this document.

**Agreement to the Terms and Conditions for Use of Kalaheo High School Laptop**

I have read, understand, and agree to the Kalaheo High School Computer Loan Agreement.

I also understand, accept and intend to follow the conditions for using computing equipment and the Internet. I will return the computer and computer accessories when requested to do so. If I do not return the computer equipment to Kalaheo High School I am responsible to pay the replacement cost to the school.

By signing below, we, the student and parent/guardian acknowledge and agree to the terms of use as spelled out in this Laptop Loan Agreement Form. Additionally, we agree that the student's use of the laptop is a privilege, which can be revoked in the case of any violation of the terms of use. The student acknowledges their responsibility to safeguard this laptop and to return it in good condition.

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

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

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Parent/Guardian Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**This student laptop loan contract, which is signed by the student and parent/guardian, will be kept on file at Kalaheo High School.**