CITY VIEW INDEPENDENT SCHOOL DISTRICT
COMPUTER LOAN AGREEMENT

Please read this agreement, sign and return the last page.

- Lenovo N21 Chromebook
- Laptop Charger
- Laptop Case

The above listed items are being loaned to me and are in good working order unless otherwise indicated. It is my responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is the property of City View ISD of Wichita Falls, TX, and is herewith being loaned to the student/staff member for educational purposes for the academic school year or until further notice. The equipment may not be defaced or destroyed in any way. Inappropriate material on the machine may result in the student/staff member losing his/her right to use this computer or disciplinary action. The equipment will be returned to the school on a date to be requested or sooner if the student is discharged from the school prior to the end of the school year. If the District Property is lost, stolen, or damaged while in the Borrower’s possession, the Borrower is responsible for the replacement or repair thereof and Borrower agrees to indemnify the District from any claim occurring during or resulting from Borrower’s possession or use of the District Property, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to Borrower’s use of the District Property.

The borrower may use the District Property only for non-commercial purposes, in accordance with the District’s policies and rules. Any included software may be used only in accordance with the applicable license and it is borrower’s responsibility to be familiar with and to comply with the provisions of such license.

Borrower may not install or utilize any software in connection with Borrower’s use of the District Property other than software owned by the District and made available to Borrower in accordance with this Receipt and Agreement and borrower agrees not to make any unauthorized use of or modifications of such software.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower’s data storage medium and Borrower agrees to use Borrower’s best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Borrower’s possession.

Borrower acknowledges and agrees that Borrower’s use of the District Property is a privilege and that by Borrower’s agreement to the terms hereof, Borrower acknowledges Borrower’s responsibility to protect and safeguard the District Property and to return the same in good condition and repair.

Acceptable Use

City View ISD is pleased and proud to offer our staff and students access to a Lenovo Chromebook. Use of the City View ISD wireless network will provide CVISD campuses access to numerous software programs and the Internet for educational purposes. City View ISD believes that teaching using 21st Century tools will improve the educational opportunities for our students.

Internet connection at home will be beneficial to students. The Laptop computers will have many uses at home without Internet Access, but the students’ ability to get full benefit from their assigned computer will be much greater if they have Internet access.

Resources for wireless internet access in the home:

- www.timewarnercable.com (1-800-892-4357)
- www.everyoneon.org (Discounted or Free home internet for students)
- www.pinnaclenetworksolutions.com (940-247-0085)
We hope that you share our excitement of being able to offer the Chromebook as an instructional resource to our students and teachers at City View ISD. The impact on teaching and learning will be enormous. Our students will gain access to digital tools, information, and resources and will be able to use this information to enhance learning. In addition, their technology skills will increase and better prepare them for higher education and the workforce. As with any new initiative, there will be constant assessment and necessary changes to make this project work to the maximum benefit of our students. We are committed to that goal.

This agreement represents an outline of the Laptop Policies and Procedures. By signing this Agreement, students and parents/guardians agree to follow the Policies and Procedures. Students and parents/guardians are encouraged to read and understand these Policies and Procedures prior to signing this Agreement.

Access to City View ISD technology is a privilege, not a right. Violating the letter or spirit of the regulations may be cause to deny a student access to said technology, and may or may result in more serious disciplinary action(s) and/or financial obligations.

Responsibilities of Stakeholders:

General Care of the Laptops
- Treat the Laptop with care by not dropping it, getting it wet, leaving it outdoors, leaving it in reach of pets, or using it with food or drink nearby.
- If the computer is damaged, or not working properly, it must be turned into the Technology Staff for repair or replacement. Parents/guardians and students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Laptop.
- Keep your Laptop closed when transporting it and inside your approved carrying case.
- Do not leave your Laptop in an unsecured area. This includes an unlocked locker.
- Do not loan the Laptop to anyone.
- Protect the Laptop by unplugging the power supply and other peripherals when transporting the Laptop.
- Protect the display by carefully closing the lid when moving the Laptop.
- When transporting their Laptop to and from school, students should always be sure it is placed in the carrying case, and the case is fully closed.
- The only items that should be carried in a students laptop case is the laptop itself, the charger, ear-buds, and a mouse (if applicable).
- Students are expected to treat their Laptop with care and respect.
- The computer and case are the property of City View ISD, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the Laptop or carrying case are not allowed and will result in loss of privileges and disciplinary consequences.
- Students should not use their Laptop while walking. Students are strongly encouraged to use Laptops on a flat stable surface such as a table. Laptops are fragile, and if they are dropped they may break.
- Students should protect their Laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.
- Computers should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using the Laptop, or use their Laptop near others who are eating an drinking.
- Heavy object should never be placed or stacked on top of your Laptop. This includes books, musical instruments, sport equipment, etc.
- Students should use care when plugging in any cords, cables, or peripheral devices into their Laptop.
- Laptops should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the computer to overheat, and will result in damage to the computer and possibly a fire.

General use of the Laptops and the City View ISD Network System
City View ISD fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner.

Use the following regulations as a guide when working within our computers or computer system:
- Follow the City View ISD acceptable use policy when using the Internet at home or at school.
● Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.
● Students must immediately report theft or damage to a teacher and to technology staff.
● Do not remove programs or files from the Laptop.
● Honor your family’s values when using the Internet. Parents should discuss family values and expectations regarding the use of the Internet at home. While City View ISD has the right and ability to filter and view browsing history while off campus, parents are responsible for supervising their child’s use of the Laptop at home.
● Do not give personal information when using the Internet.
● The school’s internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the City View ISD faculty.
● During school hours, game playing on computers is not allowed unless the game is directly related to a school assignment or activity, and permission is given from the students teacher.
● E-mail (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted and will not be tolerated.
● Students may access only those files that belong to them or which they are certain they have permission to use.
● Students are expected to follow all copyright laws.
● Files stored within the school computer systems (both Laptop and file servers) should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school computer systems.
● Students are expected to only access teacher authorized sites at the appropriate times.
● The City View ISD Technology Department makes every effort to block obscene, pornographic or otherwise offensive material. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an administrator immediately so that such sites can be blocked, and you will not be disciplined for breaking the Acceptable Use Policy or Student Code of Conduct. This is not a request -- it is a responsibility.
● Students should always protect their user account by logging off when not at their computer.
● Each computer is assigned to an individual student. Students should never "swap" or "share" their computer with another student.
● Laptops should be in a student’s possession or secured at all times.
● Students may never share their password with another student. Passwords should always be kept confidential.
● Students are responsible for saving or backing up their documents.
● Students should never attempt to "hack" into any computer system or engage in unauthorized use of the network.
● All users must agree to never maliciously damage or steal school computer equipment or electronic data.
● All users must agree to never change the settings of school-supplied software.
● If the computer is stolen while at home, parents/guardians should immediately report the theft to the local police. This information should also be conveyed to the campus principal at the first opportunity available.
● The students may only use the email account and chat software that is set up by City View ISD.

Daily Preparation Tasks
● Recharge the Laptop battery every night. Bring the Laptop to school every day and have it ready to work at the beginning of each class. Failure to do so will be cause for disciplinary action for coming to class unprepared.
● Students who do not have permission to take their Laptop home may pick up their Laptop in the campus office/classroom each morning, and are required to return their Laptop to the campus office/classroom at the end of each day.
● Students may be allowed to recharge their Laptops during classes that are conducive to this.

Few classes will have this capability, so avoid any potential problems by charging them each night at home.

Using the Computer for Internet and E-Mail
● City View ISD will filter Internet access while on a City View ISD owned device. Any attempt to disable that filter will result in disciplinary consequences.
● Students and parents/guardians understand the City View ISD does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is on City View ISD owned devices, it is the parent/guardian’s responsibility to supervise the information that a student is accessing from the Internet while at home.
• Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student’s access to them at any time, and for any reason.

Consequences of Inappropriate Use

• The use of any district technology is a privilege and not a right. Students are expected to use their computer in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use this computer in an appropriate manner will result in consequences, as determined by the staff and administration of City View ISD.

Students who leave the District and fail to check in their Laptops and related equipment will have felony theft charges filed against them immediately upon the District’s knowledge of such an event. The District will prosecute the occurrence to the fullest extent of the law.

Repair/Replacement

Lenovo Warranty: This coverage is part of the purchase price of the equipment. Lenovo warrants the Laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the Laptop or Laptop replacement. The Lenovo warranty does not warrant against damage caused by misuse, abuse, accidents, or computer viruses.

Estimated Fees for misuse, abuse, or accidents:

• Replacement of device for damage, loss or theft: $235
• To reclaim a laptop left unattended - $5.00
• Device repair for accidental damage: Actual cost of repair, up to $235.
• Replacing a broken screen $60-80
• Replacing a broken keyboard $50-60
• Lost, damaged or destroyed power supply - $45.00
• Lost, damaged or destroyed carrying case - $15.00
City View Independent School District Laptop Acceptable Use Agreement

I have read this Parent/Guardian and Student Agreement and understand our responsibilities in the use of the Laptop, computer network, Internet, and any other applicable equipment. We also understand all the policy and procedural expectations and obligations related to the Laptop initiative that City View ISD is implementing.

__________________________________________________  __________________
Parent Signature                                      Date

__________________________________________________
Parent Printed Name

__________________________________________________  __________________
Student Signature                                    Date

__________________________________________________
Student Printed Name                                 Student Graduation Year