



2023-2024 STUDENT LAPTOP LOAN AGREEMENT

A laptop will be loaned to the student named below under the following conditions:

- o The student and the student’s parent/guardian must sign this laptop loan agreement. The school will keep this agreement on file.
- o The laptop may only be used for educational purposes. The student is required to bring the laptop to school daily. Any other use may result in the loss of laptop loan privileges.
- o The laptop may not be used for any inappropriate, unethical, or illegal purposes, including activities on the Internet, use of email and messaging, and access to digital media and programs. Violations of this policy may result in the loss of laptop loan privileges and/or disciplinary action.
- o The laptop hardware and BPA-installed software may not be modified in any way. No Proxy/ VPN or Google extensions are allowed to download to the laptop without prior approval and must be removed immediately. No software can be copied from the laptop, nor can any unapproved software be installed on the laptop. Only authorized software packages from BPA are allowed to install.
- o Parents/guardians are required to pay a yearly non-refundable usage fee of \$100. The payment must be made before the student receives a laptop. This fee does not cover lost or damaged laptops or their accessories. Additional fees may apply for intentional physical damage up to full replacement cost of \$450.
- o The student’s parent/guardian accepts financial responsibility for any intentional damage to the laptop or damage due to gross negligence. BPA may take legal action to recover any unpaid costs of such damage. The student has two weeks from the day of receiving the laptop to report the laptop’s conditions to the Administrative Staff for its physical damages.
- o The laptop must be returned to BPA before the end of the 2023-2024 school year during laptop collection, or if the student withdraws from school or changes school midyear. Failure to return laptop will result in paying full replacement cost of equipment \$450.
- o The student will promptly report to school officials if the laptop is lost, stolen, or damaged. Failure to report it lost or stolen within 30 days will result in paying full replacement cost of equipment.
- o The student and the student’s parent/guardian have read both the: Acceptable Use Policy for Electronic Services.

We, the undersigned student, and parent/guardian agree to assume full responsibility for the proper care and educational use of the laptop computer equipment described in this document.

Student Name (print) _____ ID No. _____

Address/City/State/Zip _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Phone No. _____ Grade Level _____

Initial that you received the following: _____ Laptop _____ Charger _____ Date: _____