

**LYNCHBURG CITY SCHOOLS
STUDENT / PARENT EQUIPMENT USE AGREEMENT**

This Equipment Use Agreement is between Lynchburg City Schools (LCS) and:

Student: _____
Last Name First Name Date

Student ID _____

Parent/Guardian: _____
Last Name First Name Date

1. Equipment. LCS is loaning the following Equipment for the exclusive use of the Student. The Equipment is the property of LCS, and is on loan to the Student for educational purposes only, subject to the conditions herein.

Equipment	Make
Chromebook	HP/ Dell

2. Term of Agreement and Return of Equipment. LCS is loaning the Equipment to the Student for the current School Year. The Student's use of the Equipment is a privilege and can be revoked at any time. The Student must return the Equipment upon the request of LCS, at the end of the school year, or if the Student withdraws from LCS.

3. Inspection by LCS. The Student has no expectation of privacy in his/her use of the Equipment. LCS reserves the right to monitor the Student's use of the Equipment and to periodically inspect the Equipment and anything stored on it without prior notice.

4. Use of and Care for the Equipment. The Equipment is to be used for educational purposes only, and the Student's use of the Equipment must comply with all applicable School Board Policies and Regulations, including the Acceptable Computer System Use Policy IIBEA/GAB, Regulation IIBEA-R/GAB-R and Agreement IIBEA-E2/GAB-E1, and the Student Code of Conduct Policy JFC.

The Student is responsible for the reasonable care of the Equipment, and should place it in a secure location (locked up when possible), when not in use. The Student should take care not to drop it or get it wet, and must not leave it outdoors or in a car in extreme weather conditions, or use it near food or drink. The Student may clean the Equipment with a soft, dry cloth, only, but may not remove any protective case in order to clean it. Students are responsible for cleaning the device upon returning it to LCS, including removing stickers.

The Student and Parent/Guardian understand that if the Student comes to school without their Equipment, the Student may not be able to participate in classroom activities and their grade may be affected.

The Equipment is for the Student's exclusive use. The Student may not lend the Equipment to anyone, including friends or siblings.

The Student will not make unauthorized modifications to their device, including but not limited to stickers, defacement, glue/glitter, removal of keys, or software modification.

The Student is responsible for all personal data contained on the Equipment, and LCS is not responsible for any data loss. The Student should regularly backup all files and data to external media such as flash drives, CDs, DVDs, or hard drives.

5. Responsibility for Loss or Damage, and Duty to Report. The Student and/or Parent/Guardian are responsible for the repair cost or replacement cost, whichever is less, for any damage to or loss of the Equipment. Damage includes, but is not limited to, defacing of the Equipment, broken or damaged components, and conditions beyond normal wear associated with the use of the Equipment. The Student and the Parent/Guardian are not to attempt to repair the Equipment. LCS will manage all Equipment repairs.

The Student and/or Parent/Guardian must immediately report to School Personnel any damage to, malfunction of, or loss of the Equipment. If the Equipment is lost or stolen, the Student and/or Parent/Guardian must file a police report within 48 hours.

Students who show a continued inability to care for their Equipment may be subject to disciplinary action up to and including non issuance of Equipment

As outlined in School Board Policy JNA-R, repair or replacement costs are due within two weeks of notification, and fees are due prior to participation in optional activities. If payment is not made by the conclusion of the school year, a legal process for collecting the outstanding obligation may be started.

6. Optional Protection Plan. The Student or Parent/Guardian may participate in LCS’s optional Protection Plan for the Equipment for a non-refundable payment of \$25.00 per year (payable within 30 days from the start of school), payable to Lynchburg City Schools, via MySchoolBucks or the Student’s school. This is a yearly opt in and can be applied only once in a school year.

LCS’s optional Protection Plan **does not** cover intentional damage to the Equipment. If LCS determines the Equipment was intentionally damaged, the Student and/or Parent/Guardian are responsible for 100% of the repair cost or replacement cost, whichever is less. The estimated replacement cost for a lost, stolen or damaged device is \$300.00, subject to change.

The optional Protection Plan is not transferable to another student and will cover the device, but not the AC power charger or case, for the current school year, as follows:

Incident	Cost (Parent/Guardian responsibility)
Incident of accidental damage or loss	If insurance was purchased prior to incident, insurance can be applied (no cost) or pay out of pocket
	If insurance was not purchased, Parent/Guardians are responsible for 100% of repair or replacement, whichever is less

In the alternative, the Student and/or Parent/Guardian may wish to obtain property insurance at their own expense, for the protection of the Equipment. Failure of the Student and/or Parent/Guardian to participate in the LCS optional Protection Plan or to obtain property insurance, will not relieve the Student and/or Parent/Guardian of liability as provided for in this Agreement.

If the Student and/or Parent/Guardian does not reimburse LCS for any damage to or loss of the Equipment (over and above what is covered by the Protection Plan if applicable), the Student will not be permitted to take the Equipment home. If LCS determines the Student is still eligible to use the Equipment at school, the Student will be permitted to check out the Equipment on a daily basis and return it to the School at the end of the day, but the Equipment will not be available for home use until LCS has been fully reimbursed. If Students do not return Equipment by the required date, or if Students or Parent/Guardian do not reimburse LCS for damage to or loss of the Equipment, the Student may be prohibited from participating or have limited participation in graduation ceremonies.

7. Security Measures. LCS has installed security measures on the Equipment that will function outside of the Division’s network filters. These tools may be used to track LCS inventory and are intended to filter or block access to sites with child pornography, obscenity, and material LCS deems to be harmful to juveniles as defined in Va. Code §18.2-390. While LCS uses these technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for the school division to absolutely prevent such access, and **the Parent/Guardian should supervise the Student’s use of the Equipment at home.**

8. Google Workspace. LCS uses the Google Workspace platform, which requires explicit consent to use all services for students under the age of 18. Parent agrees that the student is allowed to use digital 3rd party tools, services, and products as offered by LCS-approved district partners, including but not limited to: Google Earth, Google Maps, Google Play Books for Partner Center, Google Scholar.

Student: I have read, understand and agree to abide with the terms of this Agreement. I understand I may be denied access to the Equipment and/or subject to disciplinary action if I do not comply with the Agreement.

Student signature

Date

Student Printed Name

Parent/Guardian: I have read and understand the terms of this Agreement and give permission for LCS to loan my Student the Equipment under the terms and conditions set forth above.

Parent/Guardian signature (for students under the age of 18)

Date

Parent/Guardian printed name