

TECHNOLOGY EQUIPMENT LOAN CHECKOUT MASTER FORM

STUDENT NAME _____

GRADUATION YEAR _____

Master Copy – Retain consent form to check out equipment all year

<i>Student Name</i>			
<i>Parent Name</i>			
<i>Date</i>		School Year	2004-2005
<i>Parent/Guardian E-mail address</i>			

***Parent/Guardian
Loan Agreement.***

By signing this agreement, I authorize my student to check out loaned technology equipment throughout the school year. I acknowledge that we (student and parent(s)/guardian(s)) will make every effort to maintain the integrity of the hardware and software of the unit the student is checking out.

Loaned technology equipment checked out by a student is typically designed to provide a temporary replacement for my student's own equipment that may be in for service. This may include, but is not limited to: laptop computer, laptop power supply, networking cards, peripheral computer equipment, and other accessories, as well as software that may reside on above equipment.

Maximum term of loaned equipment is two weeks, unless other arrangements have been made.

This equipment and/or software are the property of Villa Academy. If this property is lost, stolen, or damaged from abuse (a non-warranty covered issue, defined by the manufacturer) while in our care, I understand that I will be held financially responsible for repair or replacement.

This agreement needs to be signed by the student, s parent or guardian and returned to the Villa Technology Dept. Without a signed form, students lose the right to use loaned technology equipment.

This Master-Level agreement covers any and all instances of technology equipment checked out during the school year. The Student will still be required to acknowledge responsibility for technology equipment as it is checked out, on a per-incident basis.

Please check one of the following:

- I authorize my child to check out loaned technology equipment as needed.**
- I do NOT authorize my child to check out loaned technology equipment; I acknowledge that it is my responsibility to provide temporary technology accommodations at all times.

Parent/Guardian Signature	Date	
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I N S U R A N C E A G R E E M E N T F O R M

STUDENT NAME _____

GRADUATION YEAR _____

Acknowledgement of Insurance for Laptop

Villa Academy would like to remind students and parents that laptop ownership carries increased responsibility. Students are responsible for their laptop at all times. We ask that students not leave their laptops unattended or overnight at or on the school grounds. Villa Academy is not responsible for lost or stolen items, including laptops and accessories on or off school grounds, weekdays, or weekends.

By signing this agreement, I acknowledge that I will arrange for insurance for my student's laptop, and that I do not hold Villa Academy liable for lost, stolen, or damaged laptops.

Print Parent/Guardian Name

Parent/Guardian Signature

/_____
Date

Student Name

Entering Grade (for 2004-2005)

G E N E R A L F I N A N C I A L A I D I N F O R M A T I O N

Financial Aid

It is important to note that Financial Aid for computers is treated the same as Financial Aid for tuition, and must be applied for annually. For both the 2nd and 3rd years of this program, the monthly amount may be adjusted by Villa based on the information provided by families reflecting changes in financial situations.

If you are interested in learning more about this program or would like an application, please contact Cynthia Wright in the Villa Business Office, at 206-729-0219, x265.

R E S P O N S I B L E U S E A G R E E M E N T

STUDENT NAME _____

GRADUATION YEAR _____

Responsible Use Agreement (in four parts)

- Part 1: Responsible Internet and Network Use
- Part 2: Responsible use of Computer Hardware
- Part 3: Games and other Non-Standard Software Agreement
- Part 4: Data Responsibility

Students and parents/guardians should each read all four parts, initialing each section, then sign the agreement at the end.

Part 1: Responsible Internet and Network Use

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of Villa Academy's network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to assume. In general this requires efficient, ethical and legal utilization of the network resources. If a Villa Academy user violates any of these provisions, his or her account may be terminated and further access could possibly be denied. **The signature at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.**

- Acceptable Use - the purpose of NSFNET (National Science Foundation NETwork), which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of Villa Academy. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
- Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. The system administrators in conjunction with the school administration and faculty will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Villa Academy may request the system administrator to deny, revoke, or suspend specific user accounts.
- Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - Be polite. Do not be abusive in your communications to others. Do not swear, use vulgarities or any other inappropriate language. Illegal activities, by definition, are strictly forbidden.
 - Do not reveal your personal address or phone numbers or those of other students or colleagues.
 - During the normal school day, laptops are to be used as a tool to enhance the learning experience. Therefore, while on school grounds, games, chatting, and sending e-mail is prohibited unless otherwise directed by a teacher. This is considered a class disruption and will be handled accordingly.
 - Note that electronic communication is not guaranteed to be private. People who operate the system do have access to all communications and files. Communications related to or in support of illegal or

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inappropriate activities may be reported to the school, city, state, or federal authorities. Communications may not be encrypted so as to avoid security review.

- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the Internet should be assumed to be private property, and should be employed only for personal use unless permission of the author is obtained.
- Abusive messages to or about classmates and/or school staff will not be tolerated, even if they are produced and/or disseminated on school or personal equipment or through networks which are not directly a part of Villa Academy's technology systems. Nor will personal threats or harassment be permitted. The discipline policy of the school states that serious violations of Villa Academy rules will result in probation, suspension, or expulsion. Inappropriate use of technology is considered to be a serious violation and will not be tolerated.

By initialing this portion of the Responsible Use Agreement, the Student and Parent/Guardian acknowledge reading the above section on Responsible Internet and Network Use.

_____ Student initials

_____ Parent/Guardian initials

Part 2: Responsible use of Computer Hardware

The infusion of laptops into the classrooms offers many opportunities and avenues for learning and creativity. With this exciting addition comes an increased importance placed upon personal responsibility. These guidelines are provided here so that you are aware of the responsibilities you are about to assume. If a Villa Academy user violates any of these provisions, disciplinary actions may ensue. **The signature at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.**

- The computer is a complex tool that shall be treated with respect at all times. As part of your enrollment agreement, each Middle School student is required to have a functional laptop at all times. If a student's computer is damaged due to neglect or abuse not covered under a warranty, the laptop must be repaired or replaced within 10 school days.
- Students are required to have their name on every article, including laptop, power supply, all removable cards, software, and carrying bags (we find the permanent silver marking paint pens to be most effective)
- Provision of loaned technology equipment for students is not guaranteed, nor assumed. While we make every effort to provide loaners for student use (up to 2 weeks) while his or her equipment is being repaired, we cannot guarantee that loaned equipment will always be available. While using loaned technology equipment, the family assumes financial responsibility for the loaned equipment in the student's possession. If any damage occurs to this equipment from abuse, neglect, loss, or theft, the family will be held financially responsible to repair or replace the equipment at its current value, including warranties and other provided accessories.
- Students' technology equipment left unattended will be taken to the Technology Department. Students are responsible for knowing where their equipment is at all times.
- Villa Academy is not responsible for lost or stolen items, including laptops, accessories, and other personal equipment on or off school grounds, weekdays, or weekends.

By initialing this portion of the Responsible Use Agreement, the student and Parent/Guardian acknowledge reading the above section on Responsible Use of Computer Hardware.

_____ Student initials

_____ Parent/Guardian initials

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Part 3: Games and other Non-Standard Software Agreement

Installing software to a computer or installing and then *uninstalling* software can present some challenges. Though they may technically work with your computer or operating system, software programs may not always work with the other software currently installed to your computer. Sometimes computer programs “step on each others’ toes,” causing conflicts with normal operation of your computer or specific programs or operations. **Computer games are notorious for causing problems with computer operating systems.**

It is recognized by the Villa Technology Department that installing software (and resolving any resultant consequences) is an important part of learning about computer technology. However, because each student is dependent on their computer’s functionality on a day to day basis, they do not have the luxury of spending the countless hours to resolve technical problems created by the installation of non-standard software programs. Likewise, the Villa Technology Department does not have the luxury of fixing problems created by non-standard software installations or un-installations.

A complete computer system restoration typically takes about four hours time. Standardized software includes the educational software bundle included in your purchase, as well as drivers for network connections and printers used in the school, and additional software approved for curricular use by the Technology Department.

If a student brings their laptop in for service after installing (or installing and uninstalling) non-standard software (like computer games), the student is obligated to reimburse the Villa Technology Department for half of the time spent to resolve issues associated with that voluntary act.

By initialing this portion of the Responsible Use Agreement, the student and Parent/Guardian acknowledge the risks of installing non-standard software to his or her laptop and agree to reimburse the Technology Department for 50% of the time spent to resolve problems associated with this voluntary act, payable in the form of student community service hours to the Technology Department.

_____ Student initials

_____ Parent/Guardian initials

Part 4: Data Responsibility

“Data,” in this capacity, refers to original work created by the computer user that is not replaceable should the computer suffer a technical problem.

- All computer users are required to have their data stored in two separate locations at least once a week. This requires that the user copy their data manually to a separate machine or separate media.
- Villa Academy supplies a network file server for all users to backup their data to a personal folder anytime they have access to the Local Area Network (LAN); in turn, this file server is additionally backed up with on-site and off-site copies of all data. These folders are not accessible by other students.
- All students are responsible for the integrity of their own data. Computer failure is not an excuse for lost work due to negligence in backing up data.
- The Technology Department is not responsible for data loss during the troubleshooting or repair process.

By initialing this portion of the Responsible Use Agreement, the student and Parent/Guardian acknowledge reading the above section on Data Responsibility.

_____ Student initials

_____ Parent/Guardian initials

R E S P O N S I B L E U S E A G R E E M E N T

Thank You

Thank you for reading this Responsible Use Agreement. While this agreement provides some general guidelines for responsible behavior, it cannot cover every instance of technology or behavior in every circumstance. As always, students should practice good judgement in any circumstance. When in doubt, ask for help in making that determination.

- **The following signature indicates the party who signed has read all the terms and conditions of each of the four parts of the Responsible Use Agreement carefully and understands their significance.**

Student Signature

Date

Parent/Guardian Signature

Date