

**Norton Public Schools
Norton, Massachusetts**

LOAN OF TECHNOLOGY AGREEMENT POLICY

It is the goal of the Norton Public School District to enhance learning and teaching opportunities for its students and staff in the 21st century. To this end, the District may institute a Technology loan arrangement for some of its students and staff to better enable them to access the Norton Public School curriculum and for staff to teach to higher levels. Certain parameters will be necessary for the proper implementation of said loan arrangement.

Definition of Technology: Includes, but is not limited to, laptops, iPads, netbooks, e-readers, iPods, Kindles and other tablet devices.

CONTRACT:

A _____ (type of Technology), serial number _____,
which is the property of the Norton Public Schools, is being loaned
to _____.

The student/staff member agrees to:

- handle the Technology with care
- become familiar with the maintenance and operation of the Technology
- bring the Technology to school each day that school is in session and student/staff member is in attendance
- be sure to secure the Technology and protect the Technology from theft
- limit exposure to high and low temperatures (i.e. do not leave in car)
- immediately report any malfunctions to his/her teacher or Network Technician
- limit use to school related functions only
- follow the District's Acceptable Use Policy with regard to this Technology or any school issued computer when used at school or out of school
- will use Google Docs or their file locker on Edline to access documents from home
- not install any software or application unless approved and installed by district Network Technician
- be the exclusive user of the computer when it is outside of school. It cannot be loaned to another user.
- not eat or drink anywhere near the Technology
- not place stickers on, write on, engrave or otherwise deface /mark the Technology
- be responsible for the confidentiality and security of identifiable student information

The Technology is loaned to the student for academic purposes to assist the student in accessing the curriculum and assist staff in teaching the curriculum. The Technology will be evaluated at mid-year to determine if it is being used appropriately, enhancing instruction, and making a positive impact on the student's learning and access to the curriculum.

As with the assignment of textbooks, students are financially responsible for the replacement of the Technology should it become damaged, lost, or stolen. Students and staff to whom the Technology has been issued will be responsible for the full replacement cost.

The Technology Department will require the Technology and all of its accessories to be returned for regular service/maintenance at the end of the school year on a date determined by the school's Principal or at other designated times, as requested by the Network Technician. The Technology Department may reassign the Technology at any time, and may require the Technology to be returned at any time. The Technology and all accessories are the property of the Norton Public Schools, and upon leaving the Norton Public Schools, the student or staff member to whom the Technology has been issued, will return it to the Norton Public Schools immediately.

STUDENT USERS' AGREEMENT:

Parent or Guardian Signature

Student Signature

Date

School