



**Student Laptop Loan Program and Acceptable Use Agreement  
2020 - 2021**

<b>Parent/Guardian Name</b>		
<b>Parent Phone Number</b>		
<b>Parent/Guardian Signature/Date</b>		
<b>Student Name</b>		
<b>School and Grade</b>		
<b>Student ID Number</b>		
<b>OFFICE USE ONLY</b>		
<b>Laptop Asset Tag Number</b>		
<b>Date Received</b>		
<b>Expected Return Date</b>	<b>6/18/21</b>	
<b>Actual Return Date</b>		

**This agreement is between the Yonkers Public Schools, the parent/guardian and the student. This loan is subject to the attached Terms and Conditions.**



## Terms and Conditions

- **TITLE:** The Yonkers Public Schools (District) holds the rights to assign custody of the laptop and its installed software during the Term of this Agreement to a student of the District.
- **CUSTODY:** The above user has the rights to utilize the District's laptop during the Term of this agreement, contingent upon all other terms and conditions.
- **TERM:** The term of this agreement shall begin on August 31, 2020 and expire on whichever of the following occurs first: **June 18, 2021**, or upon the reopening of District schools. If a user withdraws from the District prior to the end of the loan period, the computer must be returned to the District by the user prior to withdrawal.

### GENERAL TERMS AND CONDITIONS FOR USE:

- **ACCEPTABLE USES:** The District's resources are provided for the benefit of the students and staff of the Yonkers Public Schools. Students may use these devices to access online courses and content in order to complete assignments.
- **UNACCEPTABLE USES:** This laptop must not be used as follows:
  - Accessing the Internet for non-school related assignments
  - To play games
  - For Personal Gain
  - Viewing, sending or saving of inappropriate content or offensive material
  - Offensive materials include, but are not limited to, nudity, adult content, sexual comments, jokes, images, racial slurs, gender specific comments, or any other comments, jokes or images that would offend someone based on their race, color, religion, sex, age, national origin, physical or mental disability, veteran status etc.
  - Use of the Internet to harass or discriminate is strictly prohibited

### GUIDELINES FOR PROPER CARE:

- Do not eat or drink while using the laptop
- Do not leave the laptops exposed to direct sunlight
- Do not drop the laptop or allow it to fall
- Unplug the laptop during electrical storms
- Do not attempt to repair a damaged or malfunctioning laptop
- Do not attempt to upgrade the computer or its software
- Do not leave unattended



- Do not leave the laptop in any unlocked home, office or vehicle
- Do not leave the power adapter behind when moving the laptop
- **PRIVACY:** The user has no right of privacy to any information or files maintained on District owned laptops.
- **MODIFICATIONS AND REPAIRS:** This laptop cannot be modified, upgraded or repaired by the user. If any repairs or upgrades are necessary, they must be performed by the Yonkers Public Schools Department of Infrastructure Support.
- **STOLEN, MISSING or DAMAGED LAPTOP:** Any laptop that is stolen, missing or damaged must be reported IMMEDIATELY (within twenty-four (24) hours) to the District. If the device is stolen a police report must be presented to the District upon reporting the theft.
- **TERMINATION:** The Yonkers Public Schools may terminate this agreement immediately without notice.
- **ASSIGNMENT:** The user may not assign, sublease or transfer any rights or obligations under this agreement without express written approval of the Yonkers Public Schools. In other words, the computer cannot be loaned, sold, bartered, traded, leased, rented, or given to any other person or persons without the express written consent of the District.
- **VENUE:** This Agreement shall be construed and enforced in accordance with the laws of the State of New York. In addition, the parties hereby agree that any cause of action arising directly or indirectly out of this Agreement shall be brought in the County of Westchester, State of New York.
- **ENTIRE AGREEMENT:** Each party acknowledges that it has read and understands this agreement in its entirety and agrees to be bound by its terms. Each party also agrees that this agreement supersedes all prior agreements. This agreement may not be modified unless in writing
- **RETURN POLICY:** Upon expiration of the term of this agreement, the user shall be responsible for the return of the device to the District. Upon its return, it will be checked in by the District's Inventory Control team and Technology Department staff. Failure to return the device at the end of term may result in the District seeking compensation for a device at the replacement value.
- **TECHNICAL ASSISTANCE:** Should the user require technical support with the laptop, the user shall contact the District's help desk, preferably via email, at [helpdesk@yonkerspublicschools.org](mailto:helpdesk@yonkerspublicschools.org) or at 914-376-4554



## **ACCEPTABLE USE AGREEMENT FOR USE OF DISTRICT DEVICE AND INTERNET**

### **Board of Education Policy 4526 - Appendix**

- **Guidelines:**
- Do not use a computer to harm other people or their work.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing illegal software, commercial, shareware, or freeware
- Do not violate the copyright of, including the unauthorized sending or receiving on the Internet, files of movies, television programs or sound recording. This also includes the unauthorized copying of these files.
- Do not view, send or display offensive messages or pictures.
- Do not use profane, abusive or impolite language to communicate, nor should materials be accessed which are not aligned with the rules of good school behavior
- Do not share your password with another person.
- Do not waste limited resources such as disk space or printing capacity.
- Do not trespass in another's folders, work, or files.
- Do notify an adult immediately, if by accident, you encounter materials, which violate the rules of appropriate use.
- BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.
- Students may not use computers to make purchases of any kind. The School District retains sole discretion to revoke usage privileges in any case where District policies or guidelines are violated.