

## **PROVIDENT CHARTER SCHOOL LENDING TECHNOLOGY EQUIPMENT POLICY**

### **Purpose**

Laptops, handhelds and other portable electronic equipment make it possible for staff to access electronic resources and perform mandatory administrative and instructional tasks from any location and for students to extend learning in the classroom, beyond the normal school day and outside of the school building. This policy establishes procedures for the provision of school-owned portable electronic equipment (equipment) for educational purposes.

### **Definition**

Portable electronic equipment is any device that can be transported by the user and used in different environments. Such equipment is considered to be loaned if it is removed with authorization from the School premises for any length of time.

### **Authority**

The Board establishes that equipment must be used for educational purposes only in accordance with all applicable Board policies. The use of equipment for personal purposes is prohibited. Furthermore, equipment shall not be loaned if the loan will cause a disruption in the regular educational program.

### **Guidelines**

Either a parent/guardian or a staff member must sign the Technology Equipment Checklist, prior to receiving equipment as verification of the identification of equipment and other accessories. The user is responsible for the return of all equipment and accessories as specified on the checklist in good working order.

Users shall follow any guidelines provided with the portable electronic equipment. If the equipment requires repair, the user shall not personally attempt repairs, but will report the problem and return the equipment to the School technical support staff for diagnosis. The user shall be responsible for repair costs if the equipment is damaged due to misuse, accident, modification, unsuitable physical or operating environment or improper maintenance, provided the repairs are not covered by warranty. The user will not be responsible for the cost of normal repairs.

The user is wholly liable for the full replacement cost of all lost and/or damaged equipment while in his/her possession; this also applies to the transporting of the loaned equipment between school and the home of the user. If the loaned equipment was purchased by the School with extended warranty and accidental damage protection, the user must have already satisfied any cost-sharing conditions imposed by the School in order to benefit from the coverages afforded in the event of damage. No student shall be denied use of School equipment because of financial reasons.

Coverage does not include damage inflicted intentionally or through neglect, and these determinations are made at the sole discretion of the School. For equipment not purchased with extended warranty and accidental damage insurance, the School's insurance policy is not in effect while the equipment is out of the School. Users should check their homeowner's policy to determine whether their insurance covers the equipment if damaged or stolen. If equipment is lost or stolen, the loss or theft must be reported to the School within five (5) working days and, if the equipment was stolen, with a copy of the police report. If the equipment is not covered by School insurance, the user shall take action to reimburse the School for the lost or stolen equipment at the full replacement cost of the equipment within four (4) weeks of the report.

Failure of a staff member to reimburse the School as specified shall result in the cost of the equipment being deducted from his/her paycheck.

The School shall not be responsible for any data/files left on a computer when it is returned. The School has the right to erase all files on a hard drive after return of the equipment, unless otherwise prohibited by law. The user shall not make unauthorized copies of any copyrighted software that may be present on a computer nor load unauthorized copies of any other copyrighted software onto the computer.

The School may request immediate return of the equipment for any reason or at any time. The user must return the equipment prior to leaving the School. Staff members must return equipment with the signed checklist prior to receipt of final paycheck. Students must return the equipment within seven (7) working days after requested by the School. The School shall take action to recover unreturned equipment which may include reporting the equipment as stolen to the police. The user shall indemnify and hold harmless the School, its agents and employees from and against all claims, suits, actions, damages or causes from action arising from personal injury, loss of life or damages to property or both resulting directly or indirectly from the use of School equipment.

## Verification

I verify that I have received the equipment and accessories described above and that I have read and understood the Lending Technology Equipment Policy and received copies of the guidelines for appropriate care of this equipment.

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_