

**Pearl Public School District**  
**PPSD Computer/Tablet Agreement Form**

**PPSD Computer/Tablet Agreement (PPSD CTA)**

This agreement is made, effective upon receipt of the computer/tablet/Device, between Pearl Public School District (“PPSD”) and the individual receiving a tablet (“Student”). The Student, in consideration of being provided with a computer/tablet/Device, software, and related materials for use while enrolled in PPSD hereby agree as follows:

**Equipment**

**Maintenance/Usage:** Parents/Guardians shall pay a **non-refundable** annual usage and maintenance fee of \$25 for student use of devices. The annual fee is charged for each device.

**Ownership:** PPSD retains sole right of ownership of the Device and grants permission to the student to use the Device, according to the guidelines set forth in this document and the Pearl Public School District Acceptable Use Policy. PPSD administrative staff retains the right to collect and/or inspect the Device at any time, including through electronic remote access; and to alter, add, or delete installed software/hardware.

**Substitution of Equipment:** In the event the Device is inoperable, PPSD has a limited number of spare Devices for use while the Device is repaired or replaced. This agreement remains in effect for such a substitute. The Student may not opt to keep a broken Device or avoid using the Device due to loss or damage. If the Student forgets to bring his/her operable Device or a power adapter to school, a substitute may not be provided.

**Responsibility for Electronic Data:** The Student is solely responsible for any non-PPSD installed resources and for any data stored on the Device. It is the sole responsibility of the Student to backup all data as necessary. PPSD does not accept responsibility for loss of any data or for the Student’s own software/music/photos, etc.

The Student may choose a backup method of his/her choice. Students are provided with access to their OneDrive within Office365. Students are encouraged to back up their data daily or weekly.

**Customizations**

The Student is prohibited from the following:

- Adding, removing, or altering files outside the user’s directory on the assigned Device.
- Altering the physical appearance of the Device (i.e. stickers, paint, skins, etc.)
- Removing or altering the fixed asset tags that are placed on the Device

The student is permitted:

- To install appropriate, educational applications on the assigned Device through the Windows Store. PPSD may periodically conduct maintenance that may require the Student to re-install all non-PPSD installed files.

### **Damage or Loss of Equipment**

**Warranty for Equipment Defects:** Each device carries a one year warranty from manufacture defect. Warranty repairs shall incur no additional fee. Liquid and accidental damages (spilled liquids, cracked screen, broken ports) are not covered by the warranty.

**Responsibility for Damage:** The Student is responsible for maintaining a fully-working Device at all times. The Student shall use reasonable care to ensure the Device is not damaged. Students are encouraged to transport the Device in their backpack or purse to provide reasonable protection. Students should put the Device in the inner-most pocket of backpacks to avoid being bent or flexed against other items.

If the Student's Device is damaged, requiring repair beyond warranty coverage, the Student shall be responsible for paying a flat fee regardless of the actual cost of the repair.

- First damage repair: \$50.00
- Second damage repair: \$100.00
- Third damage repair: \$150.00

These rates are based on the damage repairs within the same school year. An exception to this flat fee may be made for minor repairs on the Device, at the administrator's discretion. These policies apply regardless of where the damage occurs – either on or off campus.

**Repair Procedure:** In order to have the Device repaired, the Student will take the Device to the Designated Technology Repair Area at their school. This teacher will then submit a work request on the school district's helpdesk system. Under no circumstance should the Student take the Device to a third party repair facility. The Device will be assessed, and if further repair is needed, a loaner Device will be issued to the Student. The Student's Device will be repaired in-house or sent out for repair for more complex repairs. The PPSD Technology Department will update the work ticket as necessary. The ticket will also be updated with the applicable fee. The Device will not be returned to the student until the applicable fee has been collected.

**Gross Negligence:** PPSD reserves the right to charge the Student the full cost for repair or replacement when damage occurs due to gross negligence. Examples include, but are not limited to the following:

- Using the Device in an unsafe manner
- Deliberately neglecting the Device
- Losing the Device or not returning the Device for fixed asset inventory

**Actions Required in the Event of Damage or Loss:** If the Device is damaged or lost, the Student must report the problem immediately to the PPSD Technology Department through his/her Designated Technology School Contact. If lost, PPSD requires that the Student complete and sign a statement fully describing the circumstances of the loss and pay replacement costs. If stolen, PPSD will require the Student to file a police report, a copy of which shall be provided to PPSD.

**Responsibility for Stolen/Lost Devices:** In the event the Device is stolen, the Student must notify the school authorities and submit a copy of the police report to the Technology Department through their school administrator. If a Device is stolen and a police report is on file, the Student may not incur any further damage fee. In the event the Device is lost, the Student must notify the school administrator and may be assessed replacement costs. A Student may only have one Device replaced as a result of either being lost or stolen in a four-year period. After one insurance claim is utilized in a four-year period, any further replacements will be assessed at the full replacement cost of the Device. Students who have a Device lost or stolen, or continually damaged may not be allowed to take their Device off campus, at the discretion of the school administrator. These policies apply regardless of where the damage occurs – either on campus or off campus.

### **RESPONSIBILITY FOR PROPERTY**

Students are responsible for maintaining a fully-working Device at all times. The Student shall use reasonable care to be sure that the Device is not lost, stolen, or damaged. Such care includes the following:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment/cords to anyone.
- Not using equipment in an unsafe environment, including outside or near water/pool.
- Not leaving equipment in full view inside vehicles.
- Not eating or drinking while using or near the Device.
- Not placing the Device on the floor or seating area.
- Not leaving the Device near table or desk edges.
- Not stacking objects on top of the Device.
- Not checking the laptop as luggage at the airport.

Students must keep the Device attended (with Student or within a secured classroom) at all times.

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By signing the PPSD Computer/Tablet Agreement, you indicate that you have

- read and agree to abide by the PPSD District-Provided Laptop, Tablet, or Other Computing Device Policy-Students (found on pp. 55-58 of the PPSD Student/Parent Handbook),
- read and agree to abide by the Acceptable Computer, Network Resources, and Internet Appropriate Use Policy (found on pp. 59-64 of the PPSD Student/Parent Handbook),
- have watched the PPSD Parent 1:1 Video Message on the district website under the PARENTS tab, and
- paid the \$25 annual maintenance and usage.

\_\_\_\_\_  
Parent's Printed Name

\_\_\_\_\_  
Date Checked Out

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Grade

Fixed Asset Number \_\_\_\_\_

\_\_\_\_\_  
Initials of PPSD Employee Checking Out Device

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\_\_\_\_\_  
Parent's Printed Name

\_\_\_\_\_  
Date Checked In

\_\_\_\_\_  
Initials of PPSD Employee Checking In Device

Condition of Device When Returned

- No damage
- Damage (describe below)

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