



## Device Borrower Agreement

School District 72 offers access to a variety of information systems for staff, student and limited guest use. These systems include, but are not limited to, district computers or devices connected to district systems, software, networks and wireless networks, electronic and fibre optic systems, digital cameras, video equipment, email and voice mail, data, and access to the Internet. Computers and information systems in schools are owned by the district. These information systems are intended for educational and/or research purposes and for conducting valid district business.

### **In accordance with School District 72's operational procedure 140 (District Technology and Acceptable Use Guidelines):**

- All computers and devices acquired by the school district are deemed school district property.
- A borrower assumes responsibility for the computer or device and must complete and sign a Device Borrower Agreement (Form 140-2) and an Acceptable Use Agreement (Form 140-1) before being issued with a computer or device.
- Each person issued a computer or device is responsible for its security, regardless of whether it is used in a classroom, office, at the person's place of residence, or in any other location such as an automobile, or a hotel. Users should use common sense to prevent damage and theft and make reasonable effort to ensure that the device is secured at all times. Where any of the above requirements is either inappropriate or impractical (e.g. field trips) users are responsible for taking all reasonable steps to minimize the risk of loss, theft, or damage of the computer or device.
- If a computer or device is lost through extreme negligence or maliciously damaged, the user may be responsible for reimbursing the district for the repair or replacement of the system. Replacement cost will be based on the purchase price of equipment with similar specifications. Repair costs will be based on actual costs of parts and labour. It is suggested that an additional insurance rider be purchased by the borrower to cover a district-owned computer or device in the home.
- Users must agree to take responsibility and financial liability for the signed out computer or device and associated peripherals until the user relinquishes custodianship by returning and signing in the computer or device and all peripherals.

**Having read this notice, please complete and sign the form on the back of this page and return it to either your child's school, or in the case of district employees to the IT department.**



## Device Borrower Agreement

**I AGREE** to take responsibility and financial liability for the computer or device and associated peripherals detailed on the sign-out sheet. I have read and agree to comply with the School District 72 computer or device regulations contained within Operational Procedure 140 (District Technology and Acceptable Use Guidelines).

This agreement will last until I relinquish custodianship by returning and signing in the computer or device and all peripherals and re-signing the sign-out sheet.

**Borrower Name (please print):** \_\_\_\_\_  
*Last Name* *First Name*

**School (if student) or Position (if employee):** \_\_\_\_\_

**Borrower Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Parent/Guardian Agreement**

*\*If the user is a student and is under the age of 19, a parent or guardian must also read and sign this agreement.*

**Parent/Guardian Name (please print):** \_\_\_\_\_  
*Last Name* *First Name*

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_