



CADDO PARISH PUBLIC SCHOOLS 2024-2025 Technology Loan Agreement

IMPORTANT INFORMATION REGARDING THE USE, MONITORING, AND CARE OF THE DEVICE YOU ARE BORROWING:

The borrowers (student and parent/guardian named below) agree to assume full responsibility for the safety, care, and maintenance of the electronic device. In case of accident, fire, flood, loss or careless handling of the electronic device, including chargers and charging cords, the borrowers agree to pay for all damages or replacement (whichever is deemed necessary by the school district). The borrowers agree to be responsible for any unauthorized costs arising from use or misuse of the district's technology resources. The student agrees to abide by district policies and procedures as outlined in the Caddo Public Schools Student Handbook while using the device. The electronic device is the property of Caddo Parish Schools and, as such, is subject to monitoring and search of its contents at any time. There is no expectation of privacy in use or data stored on the device. The student and parent/guardian consent to district interception of or access to all electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources (including deleted files) pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I understand that by receiving this device I agree to follow **all guidelines in the CPSB Policy EFA-Computer and Network Acceptable Use. Violation of these provisions may result in disciplinary action including, but not limited to, suspension or revocation of district technology and suspension or expulsion from school.** I will return the electronic device when requested by the district or upon withdrawing from Caddo Parish Schools.

Note: The student should bring the device to school each day. Teachers have a few extras for use during THAT PERIOD in their classrooms. There are also a few devices available for checkout from the library should a student forget to the device to campus and need access to a device between classes. This should not be a **frequent** occurrence. Daily checkouts will incur late fees of \$5.00 per day.

Devices MUST be turned in by the last day of the school year, or a charge for the device will be assessed.

My signature below indicates that I have read and understood the above policies:

_____	_____	_____
Parent/Guardian Name (PRINT LEGIBLY)	Signature of Parent/Guardian	Date
_____	_____	Student ID#: _____
Student Name (PRINT LEGIBLY)	Student Signature	Date

Parent Email _____

Parent phone _____ Other contact name: _____ Other contact Phone #: _____

Office Use Only	
Device Tag # (Incident IQ)	
Device Type	<input type="checkbox"/> ASUS 204 <input type="checkbox"/> Lenovo <input type="checkbox"/> ASUS 200

Date returned: _____ Staff initials: _____