

## 2018-2019 ICS Student Computer Rental Agreement

### COMPUTER RENTAL POLICY

This agreement is made effective upon receipt of Computer and/or permission to use the Indianapolis Classical Schools's ("ICS") networks, and is made between ICS, the Student receiving the computer ("Student"), and his/her Parent(s) or legal Guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a computer, software, and related materials (the "Computer") for use while a Student with the ICS, hereby agree as follows:

**Technology Fees:** A mandatory technology fee will be charged for the use of ICS equipment and network. This fee includes, but is not limited to: annual computer rental cost, network upkeep, use of laptops for high stakes testing, and digital textbooks the Student will be required to utilize during the academic year. Families who meet the qualifications for the Federal Free and Reduced Lunch program will automatically qualify for significantly reduced technology fees. If you have not yet completed the Federal Free and Reduced Lunch program application, please contact the business office immediately to prevent delays in receiving a device.

The annual cost to rent a ICS Computer is \$100. Students enrolled in the Free/Reduced lunch program receive discounts: \$70 for reduced lunch students; \$45 for free lunch students. All fees will be posted to your student's PowerSchool account and can be paid all at once or in installments that work best for you.

- **Ownership:** ICS retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, ICS administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware. The use of a Computer is a privilege which may be rescinded at any time.
- **Equipment Provided:** The 2018-2019 Computer is HP Smart 11 Pro G3/G4 and power cable. All installed software and applications are licensed to ICS and are available for the Student's use while on or off campus. ICS will retain records of the serial numbers of provided equipment. In the event a computer becomes inoperable, a temporary loan of an alternate computer may be made. The terms of this agreement also apply to any temporarily issued Computer.
- **Responsibility for Damage:** The Student is responsible for maintaining a 100 percent working Computer at all times, which includes, but is not limited to, installing Windows updates. The Student shall use reasonable care to ensure that the Computer is not damaged. In the event of damage, the Student and Parent will be billed a fee according to the following schedule:
  1. First incident – Included in Rental Fee
  2. Second incident – up to \$100
  3. Third incident – up to full cost of repair or replacement, not to exceed \$200.
  4. Replacement chargers - \$10

ICS reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to negligence. Examples of negligence include, but are not limited to:

1. Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Computer while at school.

2. Lending equipment to others other than one's Parents/Guardians.
3. Using equipment in an unsafe environment, including in the presence of food or beverages.
4. Using the equipment in an unsafe manner.

- **Suspension of Technology Access**

Students who repeatedly abuse the Computer through neglect or carelessness, or violate the Acceptable Use Policy may have their access to ICS technology suspended. During a suspension, classroom assignments will be provided in an alternate format.

- **Temporary Replacement Tablet**

During a repair of a tablet due to damage caused by student carelessness or negligence, a temporary replacement tablet, if available, may be issued for a total of two days per quarter/ or four days per semester. Rentals exceeding this limit may carry an additional rental fee.

- **Actions Required in the Event of Damage or Loss**

Report the problem immediately to the Student Help Desk Coordinator. If the Computer is stolen or vandalized while not at ICS or at an ICS sponsored event, the Parent must file a police report. A copy of the police report must be provided to the Student Help Desk Coordinator before a substitute Computer will be issued to the Student.

- **Responsibility for Loss**

In the event the Computer is lost or stolen, report immediately to the Student Help Desk Coordinator and the Dean of Students. The ICS Computers are equipped with security measures that include anti-theft programming and GPS location software, as well as remote disabling of the device. These measures reduce or eliminate the "market value" of stolen devices and could help locate lost devices. In the event a device cannot be located and retrieved, the Student and Parent will be billed the full cost of replacement. (Note: Families may pursue insurance through their homeowner's insurance. Many homeowner and renter insurance policies offer very affordable coverage for Student devices. Please request additional information from the Business Office.)

- **Technical Support and Repair**

ICS does not guarantee that the Computer will be operable, but will make technical support, maintenance and repair available. A student-run Help Desk is available during school hours for light repairs and should be the first course of action if a device appears to be malfunctioning. If the Help Desk cannot restore the device to full functionality, a repair order will be issued for the device and a substitute device, if available, will be issued to the Student.

- **Fully charged devices**

Students are expected to bring their device to school and to have the Computer fully charged at the beginning of each day. Students should keep the power cord with the Computer at all times. Access to electrical outlets is not guaranteed during the school day. A depleted battery may result in lost instructional time and missing or late assignments. Students should not expect to be able to charge a depleted device while on campus. Substitutions will not be made for depleted devices.

- **All software originally installed by ICS will remain on the device.**

The Student is permitted to install software on the assigned Computer so long as it is legally owned and installed as per a license agreement, and does not appear on the list of prohibited

software, apps and digital content. In the event software is known to cause or is suspected of causing system errors to the Computer, the Student Help Desk Coordinator will remove the program and restore original settings.

- Responsibility for Electronic Data

The Student is solely responsible for any non-ICS installed programs, applications, or digital files of any kind. Students may download, with specific limitations, apps, music, games and digital content for recreational use when off campus, subject to ICS's Acceptable Use Policy and Parent/Guardian approval. ICS reserves the right to access, monitor, review and delete any digital content found to be in violation of acceptable use policies. No monetary compensation will be due by the school for any purchased software, applications or digital content intentionally or unintentionally deleted by the school administration, either individually at the discretion of school administration or during a mass re-imaging process. ICS does not accept responsibility for Student files or personalized and downloaded content. It is the sole responsibility of the Student to back up personal data as necessary.

- File-sharing and File-sharing Programs

The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Ares, and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Student Help Desk Coordinator.

- Unauthorized downloads/installations

Do not download or use unauthorized games, programs, files, music or other electronic media on school-owned devices. Inquire with the Student Help Desk Coordinator if you are unsure about what is/is not permissible. A student may not download or install any commercial software, shareware, or freeware onto local and/or network drives or disks, unless s/he has the specific, prior written permission from a teacher or administrator.

## HELP DESK

If a student is having problems with a school-owned device, or if they have questions about the technology, students can take their computers to the student run Help Desk. A pass will be required to go to Help Desk. Help Desk will not make repairs, or install any software, on student-owned devices.

The Help Desk will maintain a pool of loaner tablets for student use if a computer needs to be repaired. When tablets are repaired or replaced, the Help Desk will contact students when computers are ready so that students can return their loaner machine. Loans due to repairs caused by student negligence or carelessness will be limited to two days per quarter.

In addition to the requirements set forth in the Agreement, the Student and Parent/Guardian agree to all terms for legal and ethical use as defined in the Indianapolis Classical Schools ("ICS") Acceptable Use Policy.

Students are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect his/her assigned Computer. Loss or damage resulting in failure to abide by the details in this agreement may result in full-financial responsibility.

PARENT SIGNATURE: \_\_\_\_\_

Print Name: \_\_\_\_\_ (Please Print Legibly)

I, \_\_\_\_\_, have read, understand, and agree to the terms set forth in this document, and sign this agreement on this \_\_\_\_\_ (day) of \_\_\_\_\_ (month), 2018.

STUDENT SIGNATURE: \_\_\_\_\_

Print Name: \_\_\_\_\_ (Please Print Legibly)

I, \_\_\_\_\_, have read, understand, and agree to the terms set forth in this document, and sign this agreement on this \_\_\_\_\_ (day) of \_\_\_\_\_ (month), 2019.

**THIS SECTION FOR ICS USE ONLY:**

Asset Tag #: \_\_\_\_\_

Date: \_\_\_\_\_