

One laptop and charger are being lent to an ASU Preparatory Academy parent/guardian and assigned student for use during the school year and will be returned to school administration at the end of the year.

1. This equipment is, and at all times remains the property of ASU Preparatory Academy. The provided laptop may be confiscated and is subject to inspection at any time without notice. The parent/guardian should have NO expectation of privacy of any materials found on the provided laptop. The equipment will be returned when requested by ASU Preparatory Academy, or sooner, if the ASU Preparatory Academy student of the parent/guardian withdraws from ASU Preparatory Academy prior to the above ending date.
2. The provided devices may be monitored or tracked remotely. Student's activity on the device may also be tracked and recorded. The device may also be disabled remotely should it become lost or stolen. A disabled device cannot be utilized unless unblocked by ASU Preparatory Academy.
3. ASU Preparatory Academy laptops are provided as an educational tool. It may only be used by the parent/guardian or student for non-commercial purposes, in accordance with ASU Preparatory Academy policies and rules, the Acceptable Use Policy, as well as local, state, and federal statutes.
4. Student or Parent/Guardian may not deface or destroy this property in any way. The provided laptop and charger must remain free of any writing, drawing, stickers, or labels that are not property of ASU Preparatory Academy. ASU Preparatory Academy affixed labels and tags shall not be removed or modified. If ASU Preparatory Academy affixed labels and tags become damaged or missing contact your campus IT representative or front office for replacements.
5. Student or Parent/Guardian will make every reasonable attempt to care for the provided laptop and charger by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
6. Student or Parent/Guardian will not lend the provided laptop or charger to anyone else; it will remain in the possession of the Student or Parent/Guardian at all times.
7. The adding or deleting of any software/ "app" is by staff permission only. Parent/Guardian may not overwrite school provided and electronic books with personal accounts, music, videos, books, games, podcasts, or any other electronic media.
8. Student or Parent/Guardian may not install or use any software other than software owned and approved by ASU Preparatory Academy and made available to the student in accordance with this receipt and agreement. Parents/Guardians may not attempt to change or allow others to change the privileges and capabilities of the provided laptop.
9. ASU Preparatory Academy makes no guarantee, written or implied, that materials on the provided laptop, including those belonging to the parent/guardian, will be safe from deletion or corruption, accidental or otherwise. It is a good idea to back up, duplicate, e-mail, or archive files to an independent storage space.
10. Any theft, vandalism, and damage to the provided laptop must immediately be reported to your campus IT representative or front office.

11. In the case of theft, Parent/Guardian must cooperate in filing and completing a police report for the incident.
12. All provided laptop rules and regulations apply at all times, both on campus and during off-campus use.
13. **LIABILITY FOR BREAKAGE OR DAMAGE:** in order for a student to be assigned a computer provided by ASU Preparatory Academy, a mandatory non-refundable technology fee is collected from Parent / Guardian at the start of each school year. This fee covers the purchase of Accidental Damage Protection on computers assigned to students. The amount of the fee is as follows:
  - a. *One student:* \$30 per year
  - b. *Families with two students:* \$60 per year
  - c. *Families with three students or more:* \$90 per year
14. **LOSS OR THEFT:** in the event of loss or theft a fine of \$50 will be collected from Parent / Guardian. This additional fine is used towards the purchase of additional Accidental Damage Protection on a new device. ASU Preparatory Academy provides no guarantee that a loaner device will be available.
15. Technology fees or fines are payable to ASU Preparatory Academy via the [Online Payment Portal](#).
16. If excess reports of damage from a single individual occur, ASU Preparatory Academy reserves the right to remove the laptop from service, limit the student's availability to travel with the laptop, or any other methods deemed necessary.
17. Parents/Guardians are required to return their student(s) device(s) to their school at the end of the school year, or before the student's end date in the case of withdrawal. If the device is not returned when required by this agreement, after notice to the parent and student ASU Preparatory Academy may report the loss to police officers or a law enforcement agency as willful failure to return loaned property in violation of A.R.S. 13-1802 or seek other legal remedies.

I understand my responsibility in using and caring for the provided laptop and charger issued by ASU Preparatory Academy. I have read and agree to comply with the rules in this agreement.

**Acceptance:** *By clicking the corresponding box and entering my name in the Infinite Campus portal, I consent to the above statements.*