

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. Note: Provided laptop devices may be monitored or tracked remotely.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. Any theft, vandalism, and damage to the provided laptop must immediately be reported to your campus IT representative or front office.

10. In the case of theft, Parent/Guardian must cooperate in filing and completing a police report for the incident.
11. All provided laptop rules and regulations apply at all times, both on campus and during off-campus use.
12. **LIABILITY FOR THEFT OR BREAKAGE:** Upon accepting and taking possession of the provided laptop, you assume full responsibility for theft or any damages that may occur to the device and charger. All damage must be reported immediately to your campus IT representative or to the front office. In the event of theft or damage, the following repair fees will apply:
 - i. 1st Occurrence of Damage: \$25
 - ii. 2nd and further occurrence of damage: \$50
 - iii. Theft, loss, or device replacement due to damage: \$200
 - iv. Theft, loss, or replacement of charger: \$30
 - v. In the event of loss, theft, or damage made resulting in the laptop needing to be removed from service, ASU Preparatory Academy provides no guarantee that a loaner device will be available.
13. 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.

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.*