

Albert Einstein Academy Loaned Computer Agreement

Computer Description: Dell D620 Laptop Computer with Case

Serial Number: _____

AEA Computer ID: _____

Student Name (print): _____

Parent Name (print): _____

Parent Name (sign): _____

Date Issued: _____ Date Returned: _____

By signing and dating above I acknowledge and will adhere to the following:

1. This computer is the property of Albert Einstein Academy (AEA). It is loaned to your child during the school year and it must be returned to the school at the end of the school year.
2. I am responsible for the computer at all times and agree to:
 - a. Have my child return the computer and attach to the AEA network at least once a month for operating system/security updates and patches.
 - b. Keep the computer in a secure location at all times.
 - c. Immediately notify school administration of any problems.
 - d. Replace computer if lost or stolen.
3. I agree to the following usage policies:
 - a. I and my child understand that the loaned computer is the property of Albert Einstein Academy and my child's usage of it is a privilege and not a right.
 - b. I and my child understand that the loaned computer must always be used in a legal manner.
 - c. I and my child understand that cyber-bullying and/or other forms of harassment while attending the Academy is strictly prohibited regardless if the loaned computer is, or is not, used to violate this policy.
 - d. I and my child understand that any form of cyber-bullying or harassment received by my child must be reported to an AEA administrator or teacher.
 - e. I and my child understand that abusive or profane language in public or private messages, postings, and/or e-mails must not be used while attending the Academy regardless if the loaned computer is, or is not, used to violate this policy.
 - f. I and my child understand that all electronic files on the loaned computer are subject to review by teachers and/or administrators.
 - g. I and my child understand that the Academy is not responsible for lost, stolen, or inaccessible data of the loaned computer; therefore my child will regularly back-up all personal files (e.g. documents, spreadsheets, presentations, etc.) to a removable flash drive or a secure internet storage service (preferably the student's AEA Google Apps account).

- h. I and my child understand that accessing inappropriate Internet sites including, but not limited to, sites with obscene or profane language, images, and/or gestures cannot be controlled by the Academy; therefore, it is the responsibility of my child to avoid these types of Internet sites while using the loaned computer.
 - i. I and my child understand that illegally copied and/or unlicensed software must not be installed on the loaned computer.
 - j. I and my child understand not to write or knowingly use malicious software, such as computer viruses.
 - k. I and my child understand not to change or modify the system configuration or control panel setting of the loaned computer (printer driver installation and setting changes are permitted).
 - l. I and my child understand that extreme caution must be exercised when food and drink are near the computer.
 - m. I and my child understand that all personal passwords must not be shared with other students.
 - n. I and my child understand that intentionally defacing, damaging, or rendering the computer (or its components) inoperable is prohibited.
 - o. I and my child understand that hardware will not be added to the computer without permission from AEA administration (external storage drives are permitted for file back-up).
 - p. I and my child understand that copyright and other intellectual-property rights must be honored while attending the Albert Einstein Academy regardless if the loaned computer is, or is not, used to violate this policy.
 - q. I and my child understand that the computer must be surrendered to the Academy when requested to do so by an AEA administrator or teacher.
4. AEA administration reserves the right to collect loaned computers throughout the year to perform application installation, updates and service. All files on your computer, including e-mail will be subject to review. Please keep this in mind as you use your computer throughout the year.
5. If you suspect that a virus has infected your loaned computer, you must disconnect the network connection at once to prevent further activity by the virus. **Contact school administration immediately.**

Sanctions and Procedures

Violations of the agreements above will result in the revocation of the loaned computer.

When any use of information technology at the School presents an imminent threat to other users or to the School's technology infrastructure, administration may take whatever steps are necessary to isolate the threat, without notice. This may include changing passwords, locking files, disabling computers, or disconnecting specific devices or entire sub-networks from School, regional or national voice and data networks. Administrators will restore connectivity and functionality as soon as possible after they identify and neutralize the threat.

Where definitions of user or application status are unclear or where patterns of use appear to be out of compliance with this policy, the administration provides interpretations or direction as appropriate on behalf of the school. Albert Einstein Academy reserves the right to modify or amend this agreement, and/or any other technology and internet usage policy, at any time.