



Student Device Long-Term Loaner Policy

By signing this document, I acknowledge the following:

- 1) The Device* and its accessories in my possession are the property of The Haverford School and in my possession at the convenience of the School.
- 2) I will take all reasonable means to ensure the safety of the Device and its accessories, including but not limited to protecting it from theft and damage from inappropriate handling, moisture, and temperature extremes. I understand that I may be held financially responsible for any damage beyond normal wear and tear.
- 3) I agree to take responsibility for the carrying case, peripheral devices, and accessories that accompany the Device and keep them secure and in good order.
- 4) In the event that I cease to be a student at The Haverford School, I will return the Device and all accessories to the School in good working condition. If I am unable to comply, I acknowledge that I may be asked to compensate the School for its loss.
- 5) I agree to report any problems with the Device or accessories to the School within one working day of the problem's inception.
- 6) I agree to report any damage or loss to the Device or accessories to the School as soon as possible, but no later than one working day after the damage or loss.
- 7) I agree to return the Device and accessories to the School for scheduled periodic maintenance.
- 8) I agree to not remove or significantly alter the software that is on the Device when I take possession of it.
- 9) I agree to abide by The Haverford School Software Policy (below) and The Haverford School Acceptable Use Policy.
- 10) I agree to return the device at the end of the school year.

The Haverford School, as owner of the Device and accessories, agrees to do the following:

1. Maintain appropriate insurance on the Device.
2. Retain staff trained in Device troubleshooting and maintenance.
3. Schedule at least one Device checkup per year and provide a schedule to the Device user no less than two weeks in advance.

4. Provide regular virus-checking software upgrades.
5. Arrange for any necessary repairs, hardware replacements.

The Haverford School Software Policy

The Haverford School has established the following policy regarding computer software usage and installation:

- 1) That all students, faculty, and staff comply with the United States Copyright Law with regard to the use and installation of computer software*. The law requires using copyrighted material in the way in which it was intended to be used and installed as outlined by the manufacturer's software agreements. The software agreement can be found in the original packaging of the product.
- 2) That all members of The Haverford School community - its students, faculty, and staff-acknowledge and comply with the licensing agreements set forth by the manufacturers of software intended for use and/or installation on computers at The Haverford School.

**for the purpose of this policy statement, the word "Device" refers to a laptop, chromebook, and/or a tablet.*

**for the purpose of this policy statement, the word "use" means loading software into RAM, and the word "installation " means copying software to the hard drive.*

Device ID/SN: _____

School IT Official: _____ *Date:* _____

Student Signature: _____ *Date:* _____

Parent Signature: _____ *Date:* _____