

# **Request for Laptop Rental**

**Student Name:**

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**Grade:**

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**We would like to rent a Chromebook from St. John Lutheran School.  
Please read the following the policy regarding renting and Chromebook usage.**

**Parent Signature:**

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**Return to Kat Wiegand, Development/Business Manager**

**St. John Lutheran Church and School**

**Email: [kwiegand@stjohnindy.org](mailto:kwiegand@stjohnindy.org)**

**(317)352-9196 ext. 13**

## 2020-2021 STUDENT LAPTOP RENTAL POLICY

**Please read this entire document carefully. This agreement must be signed and dated by both the Student and his/her Parent/Guardian prior to the issuance of a Laptop.**

This agreement is made effective upon receipt of Laptop and/or permission to use the St. John Lutheran School (SJLS) networks and is made between SJLS and the Student receiving the laptop and his/her Parent(s) or legal Guardian ("Parent").

- **Rental Fees:** A rental fee will be charged for the use of SJLS equipment of \$200 for the year or \$20 per month. This fee will be added to the Student's account on Fast Direct. Parent can pay the fee in full or in monthly installments. All fees must be paid by May 10, 2021.
- **Ownership:** SJLS retains sole right of possession of the Laptop and grants permission to the Student to use the Laptop according the guidelines set forth in this document. Moreover, SJLS staff retains the right to collect and/or inspect the Laptop at any time, including via electronic remote access and to alter, add or delete installed software or hardware.
- **Responsibility for Damage:** The Student is responsible for maintain a 100-percent working order Laptop at all times. The Student shall use reasonable care to ensure that the Laptop is not damaged. In the event of damage, the Student and Parent will be billed a fee.
- **Actions Required in the Event of Damage or Loss:** Report the problem immediately to the office. If the Laptop is stolen or vandalized while not at SJLS or at an SJLS-sponsored event, the Parent must file a police report. A copy of the police report must be provided to the office before a substitute Laptop will be issued.
- **Fully charged devices:** Students are expected to bring their device to school and to have the Laptop fully charged at the beginning of each day. Students should always keep the power cord with the Laptop. Access to electrical outlets is not guaranteed during the school day. Students should not expect to be able to charge a depleted device while at school. Substitutions will not be made for depleted devices.
- **File-sharing and File-sharing Programs:** The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited.
- **Unauthorized downloads/installations:** Do not download or use unauthorized games, programs, files, music or other electronic media on school-owned devices.

**Prohibited technology activities include, but are not limited to, the following:**

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials.
- Using email, games, and other technology resources during inappropriate time without permission.
- Vandalizing, damaging, or disabling technology property of the school.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources of SJLS.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.
- Using tools or techniques to circumvent or bypass current security configurations (hacking).

**Consequences May Include:**

- Suspension of Laptop privileges.
- Suspension with possible long-term suspension or recommended expulsion from school
- Possible referral to law enforcement authorities.

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