



Focused on Excellence - Centered in Christ
 For all the promises of God find their Yes in Jesus. 2 Corinthians 1:20

2019-2020 Student Electronic Device Agreement

As a borrower of a Trinity Lutheran School electronic device, I accept the following responsibilities:

- . I will provide Trinity Lutheran School with a \$25 deposit refundable at the end of the school year (June 1st) when the device is returned.
- . I will follow the guidelines established in the [Trinity Lutheran School Technology Acceptable Use Policy](#).
- . I will follow the guidelines listed below for proper care of the electronic device.
- . I will use the device for school purposes. I will not install any software on the electronic device unless it has been approved by the school's administration.
- . I will not write on or place any labels or stickers on the electronic device.
- . I will not disable or uninstall the virus protection program that is provided with the electronic device.
- . I will ensure any documents I create will be saved to my Google Drive and not to the device itself.
- . I will report any problems/issues I encounter while using the electronic device to the principal or classroom teacher immediately through his/her school email account.
- . I understand that the principal or classroom teacher can request the return of the electronic device at any time.
- . I will return the electronic device at the end of the school year (June 1st) for inventory and software updates.
- . I will return the electronic device by June 1st, or I will be required to pay a \$200 replacement fee.

Guidelines for Proper Care of the TLS Electronic Devices

1. The electronic device is not to be loaned to anyone.
2. Other individuals, including family members, should not be allowed to play on the electronic device.
3. Proper care is to be given to the electronic device at all times, including but not limited to the following:
 - a. Give care appropriate for any electrical device.
 - b. Use a surge protector or unplug the electronic device during electrical storms.
 - c. Keep food and drink away from the electronic device.
 - d. Do not leave the electronic device exposed to direct sunlight or extreme cold.
 - e. Position the electronic device on a safe surface so it does not drop or fall.
 - f. Do not attempt to repair a damaged or malfunctioning electronic device.
 - g. Do not attempt to upgrade the electronic device or software.
4. Proper security is to be provided for the electronic device at all times, including, but not limited to, the following:
 - a. Secure your electronic device in a safe place at the end of the day.
 - b. Do not leave the electronic device in an unlocked car.
 - c. Do not leave the charging cord behind when moving the electronic device.

Type of device (circle one): iPad or Chromebook	Serial Number:
Condition of Device: New Good Poor	Loan Date:
Student Name:	Student Signature:
Parent Name:	Parent Signature:
Phone Number:	Email: