



Device Loan Agreement



Borrower's Name :

Borrower's Grade:

Home/Cell Phone:

Date:

The device, charging adapter, and associated accessories are the property of Maggie L. Walker Governor's School (MLWGS) and are herewith being loaned to the Borrower for educational purposes. If the Borrower is classified as a freshman (9th grade), this loan agreement abides for the duration that the Borrower attends MLWGS. If the Borrower is classified as a sophomore, junior, or senior (10th grade, 11th grade, or 12th grade), this loan agreement applies only for the current academic school year. Borrowers may not deface or destroy this property in any way. Inappropriate material on the machine may result in the Borrower losing their right to use this device. Suppose the Borrower is classified as a freshman (9th grade) for the current academic school year. In that case, the equipment will be returned to the school upon Borrower's anticipated graduation date from MLWGS or sooner if the Borrower is discharged/withdrawn from MLWGS before their expected graduation date. If the Borrower is classified as a sophomore, junior, or senior (10th grade, 11th grade, 12th grade), the equipment will be returned to the school on **May 29, 2026** or sooner if the Borrower is discharged/withdrawn from MLWGS before the end of the school year. Borrowers who do not return the equipment and related materials when required may be subject to criminal prosecution or civil liability.

A device is being loaned to the Borrower for academic purposes. It is the Borrower's responsibility to care for the equipment and ensure it is maintained in a safe environment. The Borrower agrees to always keep the protective case (if applicable) in place. If the computer is lost, stolen or damaged, Borrower should immediately file a report with the MLWGS Technology Office. Accidental damage will be repaired under the initial manufacturer's warranty. The cost of lost, stolen, or intentionally damaged computers is as follows:

Windows Laptop: \$900. The cost of a lost, stolen, or intentionally damaged power adapter is \$75.

Chromebook: \$300. The cost of a lost, stolen, or intentionally damaged power adapter is \$25.

Kajeet SmartSpot: \$100. The cost of a lost, stolen, or intentionally damaged power adapter is \$25.

Music Seminar MacBook: \$250. The cost of a lost, stolen, or intentionally damaged power adapter is \$75.

The Borrower agrees to indemnify MLWGS against any claim occurring during or resulting from Borrower's possession or use of the school property, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to Borrower's use of MLWGS property.

The Borrower may use the device only for non-commercial purposes, per MLWGS's policies and rules. Any included software may be used only per the applicable license and it is the Borrower's responsibility to be familiar with and to comply with the provisions of such permit.

The Borrower may not install or utilize any software in connection with Borrower's use of the device other than software owned by MLWGS that are made available to Borrower per this receipt and agreement. Borrower agrees not to make any unauthorized use of or modifications of such software.

MLWGS is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's data storage medium and the Borrower agrees to use the Borrower's best efforts to ensure MLWGS property is not damaged or rendered inoperable by any such electronic virus while in the Borrower's possession.

For single-day use devices: The Borrower must return the device and associated equipment by the end of the day in which the device was loaned (3:30 pm). Failure to do so will result in the Borrower’s accounts being locked and/or suspended. Consistent failure to follow these procedures will result in loss of loaning privileges.

Responsibilities of the Borrower:

The Borrower acknowledges and agrees to the terms of use as spelled out in this Device Loan Agreement. Additionally, they acknowledge that they will read and agree to the annual Technology Acceptable Use Standards for Students policy found in the Student Handbook & Code of Conduct (RSB Policy No. 2065). Lastly, the Borrower will ensure that their Parent/Guardian pays the annual MLWGS Technology Fee in its entirety by the appropriate due date(s). Failure to complete the above responsibilities will result in the revoking of this loan agreement and/or revoking the device and associated equipment. The Borrower acknowledges the use of MLWGS property as a privilege, and that by Borrower’s agreement to the terms hereof, Borrower acknowledges Borrower’s responsibility to protect and safeguard MLWGS property and to return the same in good condition and repair.

_____	_____	_____
Borrower/Student Name (Printed)	Signature	Date

Responsibilities of the Borrower’s Parent/Guardian:

The Parent/Guardian acknowledges and agrees to the terms of use as spelled out in this Device Loan Agreement. Additionally, they acknowledge that they will read and agree to the annual Technology Acceptable Use Standards for Students policy found in the Student Handbook & Code of Conduct (RSB Policy No. 2065). Lastly, the Parent/Guardian will be responsible for paying the annual MLWGS Technology Fee in its entirety by the appropriate due date(s). Failure to complete the above responsibilities will result in the revoking of this loan agreement and/or revoking the device and associated equipment. The Parent/Guardian assumes full responsibility for the replacement of the device and associated equipment per the terms above while loaned to the Borrower if necessary.

_____	_____	_____
Parent/Guardian Name (Printed)	Signature	Date

(To be completed by the MWTech Office)

Device S/N:	Inv/N:	Pwr:
Device S/N:	Inv/N:	Pwr: