

**Good Spirit School Division: Melville Comprehensive School**  
**Instructional Technology: One-to-One Device Loan Agreement**



Student name: \_\_\_\_\_  
Family name Given name

Parent/Guardian: \_\_\_\_\_  
Family name Given name

**Student Responsibilities:**

By signing below, I accept the following responsibilities:

- I know this device is on loan to me and that GSSD retains ownership of the device. All GSSD policies, procedures, applicable laws must be followed. I understand that any violation could result in a loss of the device for my use.
- I will bring the device to school fully charged and ready for use every day.
- I will return the device to the school when requested by the school and/or no later than the last day of the school year.
- I will treat the device with care and will be responsible in using the device.
- I will not loan the device to others; it will always stay in my possession.
- I will not load or delete any software from this device, and I will comply with all copyright laws.
- I will not remove or alter the device label or the asset tag. I will not deface the device by adding labels/stickers or make any other marks permanent or otherwise.
- I will not attempt to make any repairs to the device or attempt to open the device.
- I understand that misuse or inappropriate use as determined by school personnel may result in any and/or all the following:
  - Student conference
  - Parent conference
  - Cancellation of access privileges and/or loss of computer privileges
  - School disciplinary actions, including civil or criminal liability under applicable laws.

**Parent/Guardian Responsibilities:**

By signing below, I accept the following responsibilities:

- I know this device is on loan to my child and that GSSD retains ownership of the device. All GSSD policies, procedures, applicable laws must be followed. I understand that any violation could result in a loss of the device for my child's use.
- I understand and accept responsibility for any costs associated with the repair or replacement of the device and or charge cord if caused by any negligent act.
- I will ensure the return the device to the school when requested by the school and/or no later than the last day of the school year.

Signature of student: \_\_\_\_\_ date: / /

Signature of parent/care-giver: \_\_\_\_\_ date: / /