



**Springfield Public School District 186 Equipment Use Agreement
COVID 19 SCHOOL CLOSURE VERSION**

This Agreement represents an outline of the District Equipment Use Agreement and District Technology Policies and Procedures. By signing this Agreement, students and parents/guardians agree to follow the District Equipment Use Agreement and District Technology Policies and Procedures. Students and parents/guardians are encouraged to read and understand the Equipment Use Agreement and these Policies and Procedures prior to signing this Agreement. The District Technology Policies and Procedures have been provided to the student and parent/guardian and are attached hereto.

Springfield School District No. 186 hereby agrees to provide equipment as follows to the identified student (“Student”) as long as Student remains enrolled at Springfield School District No. 186 (“District”).

Student	This information will be pre-printed on the form.
Student ID	
Device	
Serial #	
Tag #	

Student agrees to use the equipment in accordance with the following terms and conditions:

1. Student will exercise care in the use and handling of the equipment so it is not lost or damaged. If the equipment breaks down, Student will return the equipment to the District for repairs. No maintenance service or repairs may be performed outside of the District.
2. Student will be responsible for the pickup, transportation, and return of the equipment. The equipment will be returned to the school with all software and hard drives which were contained with the equipment upon issuance. Extra files and programs must be deleted before the equipment is returned to the District.
3. Unless otherwise agreed by the school principal, Student will be responsible for loss of the equipment or any damage to the equipment.
4. During the term of this Agreement, the District will remain the owner of the equipment subject to Student's rights to use the equipment in accordance with the terms of this Agreement.
5. Upon violation of any term or condition of this Agreement, Student may forfeit further use of the equipment or be subject to use restrictions imposed by the District.
6. Student will promptly report any theft, loss or damage to District staff.

District Technology Policies and Procedures

1. Student agrees to abide by the District Technology Policies and Procedures.
2. Student agrees that my use of District technology is for educational purposes only.
3. Student agrees that use of District technology is a privilege and that I am responsible for the proper care of the device that is assigned to me, as well as any other District technology equipment I am allowed to use including hotspots, charging cables, and charging cubes.
4. Student agrees to keep all accounts and passwords assigned to me secure, and I will not share these with any other students. This includes passwords for email and network access.
5. Student agrees that I will never share personal information over the Internet. In addition, if I am asked for personal information or harassed in any way, I agree to report it immediately to my parents, teacher, or another staff member. For reporting purposes, the District shall be contacted at 217-525-3000.
6. Student agrees that I will not install, download, or otherwise utilize any software that is not authorized by the District Technology Department.
7. Student understands that if he/she does not abide by the District Technology Policies and Procedures, he/she will be disciplined in accordance with the Student and Family Handbook. In addition, he/she may be subject to legal action if his/her actions break the law.
8. Student will comply with all copyright laws.

Student's and parent or guardian's signatures acknowledge receipt of and agreement to abide by the terms of the District Equipment Use Agreement and District Technology Policies and Procedures.

Parent or guardian agrees to take full responsibility for supervising Student's use of the District technology while the Student is at home or in possession of District equipment.

_____ Student Signature	_____ Date
_____ Parent/Guardian Signature	_____ Date
_____ Address	_____ Phone Number
_____ Relationship to Student	_____ Email Address

Please remember it is important to keep up with District communications via our District website or through our social media posts and ParentLink phone calls, texts and emails. Your teachers and / or administrators will be in contact regularly.