



KWAYHQITLUM MIDDLE SCHOOL

2025 – 2026 STUDENT LAPTOP LOAN AGREEMENT

When a student is assigned a laptop from Kwayhquitlum Middle, the student is responsible for its safe keeping as well as any damage that may occur.

- The device that you will be issued is the property of Kwayhquitlum Middle School and is **made available to you as a tool for learning**.
- The device is being loaned to you and must be returned to Kwayhquitlum Middle School at the end of the school year or upon withdrawal or transfer or at the request of a staff member.
- Using the device is a privilege that can be revoked. Inappropriate use or neglect of the device can result in limited or loss of use.
- Students must not leave the device unattended at any time while at school and must follow all school procedures for securing unattended devices when necessary (ex. athletic activities). Students will be held accountable for any loss, theft or damage to the device.
- Kwayhquitlum Middle School reserves the right to remove or disable any apps judged to be inappropriate or interfere with the learning process.

GENERAL HANDLING AND REQUIRED CARE

- Use your **school assigned password** to protect your device.
- **Do not mark the device in any way** with markers, stickers, etc. However, it is helpful to label your laptop with your name and division on masking tape.
- Avoid eating and placing food/drinks near the laptop; they can cause damage to the device.
- **DO NOT** store the device on the ground/floor or on unstable surfaces.
- Proper maintenance includes regularly shutting down and completing required updates on the laptop.
- A protective carrying case is recommended to prevent damage.
- If you have problems with your device or charger, stop using the device immediately and ask your teacher librarian or teacher for help.

Kwayhqitlum Device and Internet Participation Agreement

Terms and Conditions of Use

In order to check out a computer at Kwayhqitlum Middle School, students and their parents or guardians must agree to the following terms and conditions:

1. By authorizing your child to take possession of a Kwayhqitlum Middle School device you, the parent or guardian, understand that the child will be held responsible for any loss, theft or damage that is incurred while in the student's exclusive possession. This responsibility includes the device and charger.
2. Students must abide by the School District #43 AP140-2 "Digital Responsibility for Students" and Kwayhqitlum Code of Conduct. Failure to do so may lead to disciplinary action under the District Code of Conduct, and/or suspension or limitation of network access privileges. In other words, **students are expected to conduct themselves *online* in the same way as expected *offline*.**
3. The student is responsible for returning the borrowed equipment to Kwayhqitlum Middle School at the designated due date as identified by the school.
4. In the event that a Kwayhqitlum Middle School representative specifically requests the return of the borrowed equipment, students or parents must return the equipment to the school within two (2) school days. Failure to do so represents the loss of equipment, resulting in families accepting responsibility for such loss and associated costs.
5. Damage for which students will be held accountable include:
 - a. Any obvious physical damage to the device.
 - b. Any failure of system components attributed to dropping, improper storage, exposure to elements or other mistreatment of the device.
 - c. Failure to follow points stated on front page of agreement.

Student's Full Name (Print): _____ Gr: _____

Team: _____ Teacher: _____

Parent or Guardian Name (Print): _____

Phone: (____) ____ - ____

E-mail address: _____

By signing below, **WE** agree to the terms and conditions of borrowing a laptop from Kwayhqitlum Middle School stated in this document and accept responsibility for any loss, theft or damage that may occur to the device and its charger while in the student's possession.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

OFFICE USE ONLY

Borrowed laptop and charger: 108-BYOD-L _ _ _