

# Monroe City Schools Laptop Agreement

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**Student Name:** \_\_\_\_\_  
  Last Name  First Name

**Monroe City School Asset Tag #:** \_\_\_\_\_

**Neville Computer Identification:** \_\_\_\_\_

**Terms:** “Student” refers to the above listed student. “Laptop” refers to the above listed laptop computer. “MCS” and “District” refer to Monroe City Schools. “NHS” refers to Neville High School.

**Title To Property:** Legal title/ownership of the above listed Laptop is and will remain at all times with Monroe City Schools (hereafter MCS).

**Inspection:** Parent has examined the Laptop before taking possession and have found such device to be free of damage and in proper working order.

**Right To Use Property:** Right of use and possession of this Laptop is limited and is subject to full compliance with this Agreement and all Monroe City Schools’ policies, including the Student Acceptable Use Policy and the Internet Safety and Technology Policy. Right of use of this Laptop may be terminated at any time for violation of this agreement or any MCS or NHS policy or procedure.

**Limited Use:** Such Laptop is provided for the sole and limited use of student for school purposes only.

**Parental/Legal Guardian Supervision and Responsibility:** Neither MCS, NHS nor any of its members, officers, or employees are responsible for monitoring student’s use of the Laptop. Service providers may not block all access to inappropriate sites or material. Accordingly, the parent/legal guardian agrees to monitor the Student’s use of the Laptop. Such monitoring is the parent/legal guardian’s sole responsibility. The parent/legal guardian is responsible for the Student’s use and misuse of the subject devices and any damages resulting therefrom.

**Terms of This Agreement:** This agreement terminates on the last day of school or the last day of the Student’s enrollment at Neville High School, unless terminated earlier or extended by NHS or MCS. The Laptop must be returned to NHS upon the termination of this Agreement.

**Loss or Damage:** If the Laptop is lost, stolen, or damaged, the parent/legal guardian shall repay NHS and MCS an amount not to exceed the actual invoiced cost of the device. The determination of the actual amount owed shall be made by the MCS Instructional Technology department. Loss of, damage to, or theft of the Laptop must be reported to NHS by the next school day after the occurrence. If the laptop is stolen, a police report must be filed by the parent/legal guardian within 48 hours of the incident.

**No Expectation of Privacy:** Parents/legal guardians and Student are advised and understand that the Laptop may contain tracking software allowing the device to be located if it is lost or stolen. Student’s use and misuse of such device is also subject to review by NHS and MCS at any time.

**Unlawful Possession:** Failure to return the Laptop in accordance with this Agreement and without written consent of the NHS or MCS may be considered unlawful possession, theft, and/or misappropriation of District property.

**Disciplinary Action:** Student's use of the Laptop is subject to all student rules, policies, and Codes of Conduct applicable to students, and the Student may be subject to discipline for any violations of the Agreement or for the intentional damage and destruction of such device. Discipline for the intentional destruction of such device shall not relieve the parents/legal guardians of the obligation to pay for such device(s).

In consideration of the use of the subject device, we agree to the terms and conditions of the present Agreement.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Legal Guardian Printed Name:** \_\_\_\_\_

**Parent/Legal Guardian Signature:** \_\_\_\_\_

**Parent/Legal Guardian Home/Mobile Phone:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Emergency Contact #1:** \_\_\_\_\_

**Emergency Contact #1 Home/Mobile Phone:** \_\_\_\_\_

**Emergency Contact #2:** \_\_\_\_\_

**Emergency Contact #2 Home/Mobile Phone:** \_\_\_\_\_

**Neville High School**

600 Forsythe Avenue  
Monroe, LA 71201  
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*Mickey McCarty, Principal*  
*Karari Hanks, Assistant Principal*



**MONROE**  
CITY SCHOOLS