

**Lee-Scott Academy**  
**Device Financial Agreement**

A school-owned device is being issued to the Student for academic purposes.

The device, charging equipment, and case are the property of Lee-Scott Academy (LSA) and are being loaned to the Student for educational purposes only for the academic year. Students may not deface or destroy this property in any way.

All physical or technical repairs or support of school-owned devices should **ONLY** be completed by the LSA Technology Department. **Financial liability related to breakage, damage, loss, or theft of school-owned devices is the responsibility of the Student or his/her family.** Any such damage or loss should be reported immediately to the LSA Technology Department who will provide further information regarding the specific financial liability. Such liability could include the repair or total replacement cost of the device.

To help prevent damage to devices, Students should follow the following basic guidelines:

- If using a MacBook, do not leave anything (such as a pen or pencil) on the device that would prevent proper closing of the lid.
- Keep device in its case at all times.
- Do not walk while using the device.
- Do not leave the device in a vehicle during extreme weather conditions (extreme heat or cold.)
- Keep device in a locked and secured location when not in use.

Student may not remove or alter the LSA inventory sticker attached to the device.

Student may **not** install or utilize any software in connection with Student's use of the device other than software owned by (LSA) and made available to Student in accordance with this receipt and agreement and Student agrees not to make any unauthorized use of or modifications of such software. Inappropriate material on the device may result in the Student losing their right to use the device.

LSA may bar access to certain material not deemed for educational purposes; however it is impossible for LSA to restrict access to all controversial and inappropriate materials. Therefore, LSA and its employees will be held harmless from any cause of action related to the Student obtaining access to materials of software which may be deemed inappropriate.

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

The equipment will be returned to the school on a date to be requested or sooner if the Student leaves the school prior to the end of the academic year. A late fee may be charged if the device is not returned to the LSA on the required check-in date.

Student and Student's parent/guardian acknowledge and agree to the terms of use as spelled out in the Lee-Scott Academy Responsible Use Policy (RUP) and this Financial Agreement Form. The RUP can be found on the school website at <https://www.lee-scott.org/academics/technology/>. Additionally, they agree that Student's use of the device is a privilege, and that by Student's agreement to the terms hereof, Student acknowledges Student's responsibility to protect and safeguard the device and to return the same in good condition.