

Harrisburg Academy Student Computer Loan Policy

2011-12-15

School-owned computer (netbooks, laptops, etc.) may be loaned to Middle and Upper school students who are participating in an official Harrisburg Academy One-to-One program. Loan periods are expected to be brief and out of necessity due to unforeseen circumstances. Should abuses or intentional overuse of the loaner program be observed, the Academy reserves the right to charge a reasonable fee. If a student is in need of borrowing a school computer, the general thought is that the loan be treated like a library book subject to the following terms.

In-building loan:

- A. A computer is free to be borrowed for a day at a time.
- B. There are only a limited number of loaners; make sure your need is genuine.
- C. A borrowed computer must be checked out from the Technology Office. A computer can be checked out as early as 7:45 AM and must be returned and checked-in by 3:30 PM.
- D. The batteries for all borrowed computers will be charged for immediate use in as much as this is reasonably possible. Chargers will be available in case the battery runs low.

If a computer is needed to go home for the night, then these additional rules apply:

- A. A charger will go with the computer, and the computer is expected to be returned fully charged, along with the charger.
- B. All computers leaving the building must have a carrying case, which can be supplied by the Technology Office.
- C. Check-out and check-in will be required every school day, even if the student needs it for more than one day. A computer borrowed overnight (or over the weekend) is expected to be checked-in by 8:00 AM the following school day. It may be immediately checked back out if needed. If not checked back in appropriately, the Tech department will come looking for it and you may be charged a late fee.
- D. Students borrowing a computer for use outside the building must have an agreement of financial responsibility on file with the school. This agreement, made between the school and the student/parent(s), ensures the school that any damage, loss or theft of the borrowed computer will be covered financially, with repair/replacement costs billed to the student's Academy account.

Note that the current (2011-2012) 8th grade One-to-One program assigns specific computers to the students, which are distributed daily from middle school classrooms, and are not subject to daily sign-in and sign-out.

This policy will be incorporated into the standard Technology Policy Handbook at the next re-write.

Questions on this policy should be sent to the Director of Technology (bell.b@harrisburgacademy.org)