

Atikokan Literacy Incorporated ADULT LEARNING CENTRE Board of Directors Policy/Procedure
Chromebook/Laptop Lending for Remote Learners
APPROVED BY: Atikokan Literacy Incorporated Board of Directors
DATE:
DISTRIBUTION: Board of Directors

Policy

Atikokan Literacy Inc's Chromebook and laptop lending has been instituted to support students who, by necessity or by choice, need to access remote learning. Access to technology will allow students to overcome barriers to learning and allow for continuity of service. The Chromebooks and laptops will remain the property of Atikokan Literacy Inc and must be returned within the designated time frame. If the technology fails to come back or comes back damaged/broken the client will be billed the replacement cost. As the technology is lent out in "good faith" the expectation is that the student will care for the equipment and use it appropriately to access their learning materials and complete basic internet searches. The student must assign an acceptable use from home agreement agreeing to the terms outlined below.

Acceptable usage for home

- The learner is responsible for appropriate care of the Chromebook/laptop and storing the device in a safe location when it is not in use.
- Only software/apps that are installed by Atikokan Literacy Inc are to be installed on the device. If a learner requires another program or app that is not preloaded, the learner will contact the Executive Director for permission prior to downloading.
- This device is intended for school work only.
- The device must be returned to Adult Literacy Inc at the end an eight (8) week period. If the learner requires additional time with the device, they must contact the Executive Director to grant an extension.
- Materials such as games, music, Instant Messaging (IM) and videos are not to be downloaded or stored on the device.
- Any lost/stolen devices must be reported immediately to the police authorities and to the Executive Director of Adult Literacy Inc.
- Damaged or broken devices will be replaced at the cost of the student.
- Adult Literacy will not be responsible for financial or legal obligations arising through unauthorized use of the system or actions found to be in violation of this policy.

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Student: _____

I have received the following device(s) to be used while I am in remote learning with Atikokan Literacy Incorporated. I understand that the device is the property of Atikokan Literacy Incorporated.

Equipment

Model #

Serial #

Equipment	Model #	Serial #

I agree that the device will be used for learning and that I will handle it in a careful manner to prevent it from being lost or damaged.

A few things you must know:

You are responsible for the device

Only the software/apps that are loaded on the device by Adult Learning Inc are allowed. It is intended for school work only.

Games, music, Instant Messaging and videos are not to be downloaded or stored on the device.

I understand the above conditions and agree to follow them. Failure to do so may result in having to replace the device at my own cost.

Name(print) : _____ Date: _____

Phone Number: _____ Alternate phone number _____

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Signature

Witness (print name: _____)