



School District No. 43 Coquitlam

COMO LAKE MIDDLE SCHOOL

1121 King Albert Avenue, Coquitlam, B.C. | Phone: 604-936-1451 | Fax: 604-937-8043 | sd43.bc.ca/school/comolake

2026/2027 AGREEMENT FOR USE: COMO LAKE MIDDLE STUDENT DEVICE (Laptop)

When a student is assigned a device (laptop and charger) from Como Lake Middle, the student is responsible for safe keeping as well as any damage that may occur while in the student's possession.

- The device that you will be issued is the property of Como Lake Middle School and is made available to you as a tool for learning.
- Like textbooks and other school property, the device is assigned to the student and **MUST** be returned to Como Lake Middle School at the end of the year, upon withdrawal or transfer, or at the request of the teacher.
- The use of the device is a privilege that can be revoked. Inappropriate use or neglect of the device can result in limit to, or loss of, use of the device.
- Students are not permitted to "jailbreak" the device to alter the configuration or functionality that has been established by Como Lake Middle School.
- Students must keep the device in a safe and secure space. **Loss/theft/damage of a device due to neglect will result in full replacement cost charged to the student.**
- Como Lake Middle School reserves the right to remove or disable any student-installed apps if they are judged to be inappropriate or interfere with the learning process.

GENERAL HANDLING AND REQUIRED CARE

- Student and Parent/Guardian will be charged for any damage resulting from abuse or mishandling, or loss of the device due to neglect.
- **Do not mark the device in any way** with markers, stickers, etc.
- Students may purchase a case if they feel additional protection is required and needed to prevent damage.
- Excessive scratches and scuffs to the device exterior or damage to screen/hinges can result in repair fees assessed to the student.
- If you have problems with your device, stop using the device immediately and return to Mrs. Brant.

OFFICE USE ONLY

Student Name (Last, First): _____

Device Label(s): _____

Date Assigned: _____

Charger Assigned ☐

Date Returned: _____

Charger Returned ☐

Condition Notes:

COMO LAKE MIDDLE SCHOOL DEVICE AND INTERNET PARTICIPATION AGREEMENT

Terms and Conditions of Use

In order to borrow computers for the purpose of learning using the wireless internet at Como Lake Middle School, students and their parents or guardians must agree to the following terms and conditions:

1. By authorizing your student to take possession of a District-owned device, you, the parent or guardian, are accepting responsibility for any loss, theft or damage that is incurred while in the student's exclusive possession (duration of the loan). This responsibility includes the device plus any and all accessories included (loaned) with the unit.
2. Students must abide by School District #43 Administrative Procedure 140-2: *Digital Responsibility for Students* and Como Lake's *Appropriate Use Guidelines for Electronic Communication, Internet, and BYOLD*, both found on the school website. Failure to do so may lead to disciplinary action under the District Code of Conduct, and/or suspension or limitation of network access privileges.
3. The student is responsible for returning the borrowed equipment to Como Lake Middle School on or before the first Friday in June. The process for returning laptops will be communicated to students prior to this date. Laptops and all accessories supplied (charger, etc.) will be collected at the same time.
4. In the event that a Como Lake 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 parents accepting responsibility for such loss and associated costs.
5. Damage which may result in parents or guardians being found responsible 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 page one Agreement (included with this form).

Student Name (Print): _____

Student ID: _____

Grade: _____

Division: _____

Teacher Name: _____

Parent or Guardian (Print): _____

Phone: _____

By signing below, I agree to the terms and conditions for my student's participation in the BYOLD Program at Como Lake Middle School and accept responsibility for any loss, theft or damage that may occur to the device and its accessories while it is in the exclusive possession of my student.

Parent or Guardian Signature: _____

Date: _____