



**2023-2024**  
**STUDENT COMPUTER USE AGREEMENT**

Parent or Guardian Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Terms and Conditions:** Columbia Virtual Academy (CVA) provides used computer hardware with Microsoft Windows operating system. This program is designed for students enrolled in five or more CVA online courses who presently do not have access to a computer. While no software applications are included with CVA student computers, Microsoft Office 365 applications are available to CVA students as a free download.

At all times, the legal owner of the student computer is the Valley School District. Parents or guardians and students must comply with this agreement. Failure to comply with these conditions will result in the termination of the student’s right of possession, and CVA will repossess the computer.

**Consumables & Accessories:** Under the terms and conditions of this agreement, CVA will not provide consumables or accessories for the student computer. The computer will be issued to the student “as is”. Consumables and accessories include, but are not limited to: keyboards, mice, external optical drives, printers, other upgrades and replacement power adapters/batteries.

**Technical Support:** CVA is committed to the availability of technology resources for student work. Hardware and operating system support is provided by CVA. If a student is experiencing computer problems, the parent or guardian should contact CVA for technical assistance by submitting a support request at <https://support.cva.org/hc/en-us/requests/new>. Please allow 4-5 business days for a response.

**Internet Safety:** There is no substitute for strong supervision by the parent or guardian to assure a student’s safety while working online. Students and staff should not reveal personal information on websites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium. If students encounter

dangerous or inappropriate information or messages, they should notify a parent or guardian.

As the parent or guardian of this student, I understand that my student’s access is designated for educational purposes. I will not hold the school district nor its employees or agents responsible for content or materials viewed or acquired on the Internet.

**Initials** \_\_\_\_\_

**Data Loss:** It is the responsibility of the parent or guardian to backup all data that is stored on a CVA student computer. CVA will not be responsible for data that is lost or left on a student computer when returned.

**Loss or Damage:** Damage, loss or theft of the student computer must be reported to CVA in writing by the next school day after the occurrence. CVA may not be able to offer a replacement computer if the equipment is damaged, lost or stolen. **CVA-loaned computers contain a geolocation tracking feature to help with the recovery of lost or stolen computers. By signing this agreement, I am providing my consent to enable the geolocation tracking feature if CVA determines the computer was lost, stolen or not returned.**

**Returns:** Student computers must be returned to CVA at the end of each school year, upon student withdrawal from the program or upon high school graduation, whichever comes first. Instructions for returning CVA loaned computers can be found at <https://support.cva.org/hc/en-us/articles/205276747>.

**Appropriation:** Failure to return the student computer in a timely manner will be considered unlawful appropriation of public funds.

I have read and understand the terms outlined in this agreement relating to acceptable use of the student computer **(including my consent to enable the geolocation-tracking feature if necessary)** and agree to abide by them.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Teacher or Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Please allow up to 30 days for CVA to process this agreement. We will not begin shipping computers until late August.**