

APPENDIX F

Student Technology Loan Agreement

Supplement to the VCA Virtual Parent-Student Handbook

Version	Effective	Adopted	Audience
v1.0	School Year 2026–27	[Board adoption date]	Families receiving school-issued technology

Signed at device issuance and renewed annually alongside Appendix B (Technology Acceptable Use Policy).



1. Why this Agreement exists

VCA Virtual provides Chromebooks to families who need one for the program. This Agreement spells out how we look after the device together, and what to do if something goes wrong. We aim to keep it simple and fair.

This Agreement covers care and return of the device. The Technology Acceptable Use Policy (Appendix B) covers how the device is used.

2. The device we issue

At issuance, the Technology Support Coordinator records the device model, serial number, asset tag, accessories, and condition. Issuance happens either before shipment or at the time of pickup. The family receives a countersigned electronic copy of the Agreement and the device record by email.

3. The device belongs to VCA

The Chromebook and any accessories remain VCA property. We loan them to the family for the school year and ask for them back at the end. The school may also ask for the device back earlier — see Section 9.

4. Caring for the device

Please:

- Store the device in a clean, dry spot when it's not in use
- Keep food and drinks away from it
- Carry it in the case we provide
- Use the charger we provide
- Avoid stickers, paint, or other modifications to the casing

If something breaks, stops working, gets lost, or is stolen, please tell the Technology Support Coordinator within two school days. We'd rather hear early — most things are easier to fix when we know about them.

5. How the device is used

Use is governed by Appendix B (Technology Acceptable Use Policy), the Internet Safety Policy, and the Behavior and Academic Integrity sections of the Parent-Student Handbook (§ 7 and § 5.11). The device is for educational use, with reasonable incidental personal use allowed within those bounds.

6. Software

The Chromebook arrives set up with the operating system, web filter, and the platforms your student needs (Buzz, Canvas, Genius, Google Workspace, IXL, Infinite Campus, Zoom or Google Meet). Please don't remove school-installed software or web filters. Updates run on their own. If anything isn't working, the Technology Support Coordinator handles it.

7. If something goes wrong

We trust families with school equipment. The numbers below are what it costs us to replace or repair items — not penalties. Most damage gets a quick conversation, not a bill. The Technology Support Coordinator reviews each case and confirms anything in writing before the Business Office bills the family. Choice voucher funds can't be used for device fees.

Event	Cost to replace or repair
Cracked screen — first time	\$75
Other component damage (keyboard, hinge, ports, liquid)	At cost, up to a full replacement
Lost charger	\$35
Lost case	\$30
Lost hotspot	At cost
Replacing the whole Chromebook	\$275
Theft (with a timely police report)	Covered by the school

If two damage incidents happen on the same loan period, we may ask the family to provide their own device that meets the program's minimum specs.

8. Returning the device

Please return the Chromebook, charger, and case:

- Within ten business days of withdrawing or graduating
- At the close of each school year, on the date we share in advance
- When the school asks for the device back

The Technology Support Coordinator inspects each returned device and gives the family a signed receipt. Reasonable wear is expected and not charged.

9. If the device doesn't come back

We send one written reminder with a two-week return window. If we don't hear back, we invoice the family for the replacement cost. Please call us first if there's any difficulty — we'd rather work it out than send a bill.

10. Privacy

Like every K-12 program, the school Chromebook runs filters and basic activity logging — that’s how we keep students safe online. Files saved on the school device shouldn’t be treated as private. We don’t touch the family’s home network or personal devices. Privacy practices follow Parent-Student Handbook § 8.5 (FERPA-aligned).

11. When the loan ends

We ask for the device back when the student withdraws or graduates, when the family moves out of state, at the close of each school year, or when the family chooses not to renew the Agreement. Returning a device isn’t a discipline step — it’s just bookkeeping.

12. Records

We keep the signed Agreement and the return receipt for seven years in the student’s file. That matches DPI Choice records-retention.

13. How to sign

This Agreement is signed electronically — either before the Chromebook ships or at the moment of pickup. The parent or guardian (and the student, where age-appropriate) signs at:

vcavirtual.school/forms/technology-loan-agreement.html

The school countersigns the same record. Both parties receive a confirmation email with the full Agreement attached.



Victory Christian Academy — Virtual

www.vcavirtual.school · Appendix F to the VCA Virtual Parent-Student Handbook

Signed at issuance and renewed annually. One copy in the student’s file; one copy to the family.