



## CODE4BOTS, LLC, LLC

### EQUIPMENT POLICY AND AGREEMENT FORM

***Please read this entire section carefully. This agreement must be signed and dated by Parent/Guardian prior to the issuance of any equipment.***

This agreement is made effective upon receipt of CODE4BOTS, LLC' equipment and/or permission to use the CODE4BOTS, LLC' ("CODE4BOTS, LLC") online learning program, and is made between CODE4BOTS, LLC, the Student receiving the equipment ("Student"), and his/her Parent(s) or legal Guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a robotic kit, electronic device/equipment, software, and related materials (the "Equipment") for use while a Student of the Online Learning Program with CODE4BOTS, LLC, hereby agree as follows:

- **Online Learning Program Fees:** A mandatory monthly fee will be charged for the use of CODE4BOTS, LLC equipment and online learning program. This fee includes, but is not limited to: equipment rental cost, online learning material, use of a complete robotic kit, a tablet with its charging device, and online instructor learning support. **The monthly cost for CODE4BOTS, LLC, online learning program and equipment rental is determined by the plan chosen** (see Plans). All fees will be posted to your student's Brightwheel account on a monthly basis.
- **Renewal of Online Program:** Parent will receive an invoice reminder from CODE4BOTS, LLC for their monthly online subscription 7 days prior to the end of their current billing month. Your payment will automatically be applied on the renewal date and your agreement will be extended for an additional month.
- **Cancellation of Online Program:** If Parent decides to cancel, they must notify CODE4BOTS, LLC via e-mail to [payments@code4bots.com](mailto:payments@code4bots.com) at least 3 days prior to their renewal date. CODE4BOTS, LLC will contact Parent to schedule equipment pick-up.
- **Return of Equipment:** CODE4BOTS, LLC requires all robotics kits to be returned in the provided containers and electronic devices in their respective sleeves. Robots must be disassembled, and pieces need to be placed inside their container. Parent agrees to reimburse CODE4BOTS, LLC for any equipment or robotic kit pieces that are missing or damaged at replacement cost. A fee of \$25 will be assessed for robots that are not disassembled.
- **Ownership:** CODE4BOTS, LLC retains sole right of possession of the Equipment and grants permission to the Student to use the Equipment according to the guidelines set forth in this document. Moreover, CODE4BOTS, LLC administrative staff retains the right to collect and/or inspect the Equipment at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware. The use of Code4Bot's Equipment is a privilege which may be rescinded at any time.

- **Equipment Provided:** Jimu Robotic Kits, Lego WeDo2.0 Kits, Lego EV3 Kits, HP Pavilion x360 Laptop, Insignia Tablet with keyboard, Samsung Tablet, mini iPad and power cables to charge each device are and will remain property of CODE4BOTS, LLC. All installed software and applications are licensed to CODE4BOTS, LLC and are available for the Student's use while enrolled in the Online Learning Program. You may not download, copy or re-distribute our CODE4BOTS, LLC content. CODE4BOTS, LLC will retain records of the serial numbers of provided equipment. In the event equipment becomes inoperable, a temporary loan of an alternate equipment may be made available. Depending on circumstances. The terms of this agreement also apply to any temporarily issued Equipment.
- **Responsibility for Damage:** The Student is responsible for maintaining a 100 percent working Equipment at all times. No software or games can be installed on CODE4BOTS, LLC equipment without written consent from CODE4BOTS, LLC which includes, but is not limited to, installing updates. The Student shall use reasonable care to ensure that the Equipment is not damaged. In the event of damage, the Student and Parent will be billed a fee according to the full cost of repair or replacement, not to exceed \$1,200.

CODE4BOTS, LLC reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to negligence. Examples of negligence include, but are not limited to:

1. Leaving equipment unattended and unlocked.
  2. Lending equipment to others other than one's Parents/Guardians.
  3. Using equipment in an unsafe environment, including in the presence of food or beverages.
  4. Using the equipment in an unsafe manner.
- **Suspension of Technology Access:** Students who repeatedly abuse the Equipment through neglect or carelessness, or violate the Acceptable Use Policy may have their access to CODE4BOTS, LLC technology suspended.
  - **Temporary Replacement Tablet/Laptop:** During a repair of a tablet/laptop due to damage caused by student carelessness or negligence, student may receive a temporary replacement tablet, if available. Rentals exceeding this limit may carry an additional rental fee.
  - **Actions Required in the Event of Damage or Loss:** Report the problem immediately to CODE4BOTS, LLC at [elearning@code4bots.com](mailto:elearning@code4bots.com) or (210) 951-9357. If the Equipment is stolen or vandalized, the Parent must file a police report. A copy of the police report must be provided to CODE4BOTS, LLC before a substitute equipment will be issued to the student.

In the event the Equipment is lost or stolen, report immediately to CODE4BOTS, LLC at [elearninginfo@code4bots.com](mailto:elearninginfo@code4bots.com) or (210) 951-9357. The CODE4BOTS, LLC Equipment is equipped with security measures that include anti-theft programming and GPS location software, as well as remote disabling of the device. These measures reduce or eliminate the "market value" of stolen devices and could help locate lost devices. In the event a device cannot be located and retrieved, the Student and Parent will be billed the full cost of replacement. (Note: Families may pursue

insurance through their homeowner's insurance. Many homeowner and renter insurance policies offer very affordable coverage for Student devices.)

- **Technical Support and Repair:** CODE4BOTS, LLC will ensure you receive fully functional equipment at the start of your program. We understand that technical issues do arise and will make technical support, maintenance and repair available. Any issues must be reported immediately to CODE4BOTS, LLC at [elarning@code4bots.com](mailto:elarning@code4bots.com) or (210) 951-9357. CODE4BOTS, LLC is remotely available for light repairs and should be the first course of action if a device appears to be malfunctioning. If remote access cannot restore the device to full functionality, a repair order will be issued for the device and a substitute device, if available, will be issued to the Student.
- **All software originally installed by CODE4BOTS, LLC will remain on the device.** The Student is not permitted to install software on the assigned Equipment, unless is required by Code4Bot's LLC Online Learning Program. In the event software is known to cause or is suspected of causing system errors to the Equipment, CODE4BOTS, LLC will remove the program and restore original settings. If this occurs multiple times, CODE4BOTS LLC will assess a repair fee not to exceed \$75.00
- **Responsibility for Electronic Data:** The Student is solely responsible for any installed programs, applications, or digital files of any kind. CODE4BOTS, LLC reserves the right to access, monitor, review, and delete any digital content found to be in violation of acceptable use policies. No monetary compensation will be due by CODE4BOTS, LLC for any purchased software, applications or digital content intentionally or unintentionally deleted by CODE4BOTS, LLC. CODE4BOTS, LLC does not accept responsibility for Student files or personalized and downloaded content. It is the sole responsibility of the Student to back up personal data as necessary.
- **File-sharing and File-sharing Programs:** The installation and/or use of any Internet-based file-sharing tools may be necessary. Individuals with legitimate, online learning-related needs to use these tools may seek prior approval from CODE4BOTS, LLC.
- **Unauthorized downloads/installations:** Do not download or use unauthorized games, programs, files, music or other electronic media on CODE4BOTS, LLC-owned devices. Inquire with the CODE4BOTS, LLC Staff if you are unsure about what is/is not permissible.

A student may not download or install any commercial software, shareware, or freeware onto local and/or network drives or disks, unless s/he has the specific, prior written permission from CODE4BOTS, LLC.

### **CODE4BOTS, LLC Support**

If a student is having problems with CODE4BOTS, LLC-owned device, or if they have questions about the technology, students can take their equipment to CODE4BOTS, LLC. **CODE4BOTS, LLC will not make repairs, or install any software, on student-owned devices.**

CODE4BOTS, LLC will maintain a pool of loaner laptops and tablets for student use if equipment needs to be repaired. When tablets are repaired or replaced, CODE4BOTS, LLC will contact students when equipment is ready so that students can return their loaner machine.



**CODE4BOTS, LLC, LLC**  
EQUIPMENT RENTAL AGREEMENT

**REMOVE AND RETURN THIS PAGE OF THE AGREEMENT ONLY TO RECEIVE EQUIPMENT.**

In addition to the requirements set forth in the Agreement, the Student and Parent/Guardian agree to all terms for legal and ethical use as defined in the CODE4BOTS, LLC ("CODE4BOTS, LLC") Acceptable Use Policy. Students are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect his/her assigned Equipment. Loss or damage resulting in failure to abide by the details in this agreement may result in full-financial responsibility.

Keep a copy of this rental agreement for your records and return only this signature page.

Please sign and complete the form below.

**PARENT SIGNATURE:**

Print Name: \_\_\_\_\_ (Please Print Legibly)

I, \_\_\_\_\_, have read, understand, and agree to the terms set forth in this Rental Agreement, and sign this agreement on this \_\_\_\_\_ (day) of \_\_\_\_\_ (month), 2020.

**THIS SECTION FOR CODE4BOTS, LLC USE ONLY:**

<b>Online Learning Program:</b>	
_____ Equipment Rental Agreement Received: Date: _____	
_____ Payment Plan initiated and first installment received. Date: _____	
Payments will be applied monthly on the _____ in the amount of \$ _____.	
<b>Scheduled Delivery Date:</b> _____	<b>Robotics Kit:</b> _____
<b>Equipment Assigned:</b> _____	
<b>Scheduled Pick Up Date:</b> _____	<b>Kit Condition:</b> _____ <b>Disassembled:</b> <u>Yes / No</u>
<b>Inspected by:</b> _____	<b>Additional Charges:</b> _____ <b>Charges Paid:</b> _____