

# Allamakee Community School District

## LAPTOP COMPUTER USE AGREEMENT

*Please read this entire section carefully.*

*This agreement is made effective upon receipt of the Computer, between the Allamakee Community School District, the student receiving a Computer, and his/her parent(s) or legal guardian. The Student and Parent(s), in consideration of being provided with a Computer, software, and related materials for use while a student is at Allamakee Community School District, hereby agree as follows:*

### 1. Equipment

#### 1.1 Ownership:

*ACSD retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, Allamakee Community School District administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.*

#### 1.2 Equipment Provided:

*Efforts are made to keep all Computer configurations the same. All Computers include ample RAM and hard disk space, a protective laptop case, software, and other miscellaneous items. ACSD will retain records of the serial numbers of provided equipment. Removal of bar codes or other identifying information is prohibited.*

#### 1.3 Substitution of Equipment:

*In the event the Computer is inoperable, ACSD has a limited number of spare Computers for use while the Computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, a substitute will not be provided.*

#### 1.4 Responsibility for Electronic Data:

*The Student is solely responsible for any non- ACSD installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary. ACSD provides a means for backup along with directions but ACSD does not accept responsibility for any lost data.*

#### 1.5 Students Eligible for 1:1 Laptop Program:

*Full-time Allamakee Community School District students will be issued a Computer at the start of each school year. Alternative education students will have Computers provided within the alternative education classroom. Computers will be made available at the building administrator's approval.*

## 2. Damage or Loss of Equipment

### 2.1 Accidental Breakage and Damage:

There is coverage for “one time” accidental damage for a 12 month period from the date of repair. The school will repair all student’s computers at no cost to the student for the first occurrence. If there is a second occurrence of accidental damage within the 12 month period, the student will be required to pay the actual damage to the computer. **Computers that are damaged as a result of intentional damage, will be required to pay for the replacement of the computer.** Damages deemed to be manufacture defects are repairable within warranty at any time. All students are required to return the Computer at the end of the school year in the same working condition with all accessories issued. If you lose any of the accessories during the school year, the student is responsible for replacement.

### 2.2 Responsibility for Damage:

The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. In the event of damage not covered by the warranty, the ACS D reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Computer while at school.
- Lending equipment to others other than one’s parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.

Students must keep the Computer locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Computers left in bags or backpacks or in unattended classrooms are considered —unattended and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the Computer back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the Computer back. Unattended and unlocked equipment, if stolen – even at school – will be the student’s responsibility.

### 2.3 Responsibility for Loss:

In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement.

### 2.4 Actions Required in the Event of Damage or Loss:

Report the problem immediately to your Building Principal or Technology Department. If the Computer is stolen or vandalized while not at an Allamakee Community School Districts sponsored event, the Parent shall file a police report.

### 2.5 Technical Support and Repair:

ACSD does not guarantee that the Computer will be operable, but will make technical support, maintenance and repair available.

## 3. Legal and Ethical Use Policies

### 3.1 Monitoring:

ACSD will monitor computer use using a variety of methods – including electronic remote access – to assure compliance with ACSD's Legal and Ethical Use Policies.

### 3.2 File-sharing and File-sharing Programs:

*File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Examples of such programs include but are not limited to the following: BitTorrent, Limewire, Kazaa, and Acquisition. Individuals with legitimate, school-related needs to use these tools must seek prior approval from the Technology Department or School Administrator.*

### 3.3 Allowable Customizations:

- *The Student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e. default fonts, and other system enhancements). All customizations of computers need to be school appropriate.*
- *The Student is permitted to download music to iTunes. All applications and programs downloaded for classroom use need to be school appropriate.*

## STANDARDS FOR PROPER COMPUTER CARE

*Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.*

### *Your Responsibilities:*

- *Treat this equipment with as much care as if it were your own property.*
- *Bring the Computer and charging unit to ACSD during every school day. (If you forget them, substitutes will NOT be provided.)*
- *Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Computers left in bags and backpacks, or in unattended classrooms are considered unattended and may be confiscated by school personnel as a protection against theft.*

*Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.*

- *Avoid leaving the Computer in environments with excessively hot or cold temperatures.*
- *Avoid use in situations that is conducive to loss or damage. For example, never leave Computers in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. In addition, avoid storing the Computer in a car because the excessive heat or cold could damage the computer. Also, a computer in a car is an easy target for theft.*
- *Students attending or participating in extracurricular activities at home must leave laptops in their lockers which must be locked, when they are not in use. Students attending or participating in extracurricular activities outside of the district should exercise extreme caution to protect their Computers from harm. Students are liable for all damages and theft.*
- *Do not let anyone use the Computer other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Computer will be your full responsibility.*
- *Adhere to ACSD School's Computer Use Policy at all times and in all locations. When in doubt about acceptable use, ask the Librarian, Director of Technology, or building Principal.*
- *Back up your data. Never consider any electronic information safe when stored on only one device.*
- *Read and follow general maintenance alerts from school technology personnel.*

## *How to Handle Problems:*

- *Promptly report any problems to the technology department.*
- *Don't force anything (e.g., connections, popped- off keys, DVD/CDs). Seek help instead.*
- *When in doubt, ask for help.*

## *General Care:*

- *Do not attempt to remove or change the physical structure of the Computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.*
- *Do not remove or interfere with the serial number or any identification placed on the Computer.*
- *Do not do anything to the Computer that will permanently alter it in any way. (You can apply skins so long as they are completely removable.)*
- *Keep the equipment clean. For example, don't eat or drink while using the Computer.*

## *Carrying the Computer:*

- *Always completely close the lid and wait for the Computer to enter Sleep mode before moving it, even for short distances. Movement while the Computer is on can result in permanent damage to the hard- drive and therefore the loss of all data. Sleep mode is sufficient –there is little reason to actually shut- down the Computer other than on an airplane or during extended days of inactivity.*
- *Always store the Computer in the laptop bag provided or in another certified laptop case. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the Computer other than the Computer itself as this may damage the screen.*
- *We recommend that you carry the Computer bag separately from your normal school pack. The laptop case was chosen expressly for this purpose. Do not over stuff your Computer bag; extreme pressure on the Computer can cause permanent damage to the screen and other components.*
- *Do not grab and squeeze the Computer, as this can damage the screen and other components.*
- *Never move the Computer while a CD or DVD is actively being used.*

## *Screen Care:*

*The Computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty. Screens are particularly sensitive to damage from excessive pressure.*

- *Do not touch the Computer screen with your finger, pen, pencil, etc.*
- *Clean the screen with a soft, dry anti- static cloth or with a screen cleaner designed specifically for LCD type screens.*
- *Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed.*

## *Battery Life and Charging:*

- *Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Computer charging overnight.*
- *Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.*
- *Close the lid of the Computer when it is not in use, in order to save battery life and protect the screen.*

## *Personal Health and Safety:*

- *Avoid extended use of the Computer resting directly on your lap. The bottom of the Computer can generate significant heat and therefore cause temporary or permanent injury. Use a barrier— such as a book or devices made specifically for this purpose— when working on your lap. Also, avoid lap- based computing while connected to the power adapter as this will significantly increase heat production.*
- *Avoid lengthy use involving repetitive tasks (such as typing and use of the track- pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye- level and keyboard at lap- level.*

## **EQUIPMENT LENDING INFORMATION**

*This additional agreement allows students to check out a variety of peripheral equipment such as still cameras, video cameras, microphones, drawing tablets and other audio visual devices for multimedia school projects. The signed agreement is part of the Student Laptop Program Acknowledgement Form. The ACSD grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:*

### *Agreements*

- 1. I will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly and in the condition it left.*
- 2. I will treat this equipment with the same care as if it were my own property.*
- 3. I will maintain the equipment in clean condition.*
- 4. I will avoid use in situations that are conducive to loss or damage.*
- 5. I will heed general maintenance alerts and advice from school technology personnel.*
- 6. I will promptly report any malfunction, loss, damage or theft to the Technology Department.*
- 7. I will always transport the equipment within the case provided.*
- 8. I will adhere to ACSD School's Acceptable Use Policy when using this equipment at all times and locations.*

## **Damage or Loss**

*I am responsible for any costs incurred due to loss or damage of equipment as determined by the school. I understand that if I violate the above, I may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.*

## COMPUTER USE AND CONDUCT POLICY

*The primary goal of ACSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Library and Media Lab equipment are reserved exclusively for academic use.*

*The following is a list of rules and guidelines which govern the use of ACSD computers and network resources. Network Resources refers to all aspects of ACSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology- related equipment and services. These rules apply to any use of ACSD's network resources whether this access occurs while on or off campus.*

*Students may not use network resources:*

- *to create, send, access or download material which is abusive, hateful, bullying, harassing or sexually explicit.*
- *to download, stream or listen to Internet- based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.*
- *to alter, add or delete any files that affect the configuration of a school computer.*
- *to conduct any commercial business.*
- *to conduct any illegal activity (this includes adhering to copyright laws)*
- *to access the data or account of another user (altering files of another user is considered vandalism)*
- *to install any software onto ACSD computers;*
- *to copy ACSD school software (copying school owned software programs is considered theft).*

*In addition, students may not:*

- *give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent) unless you have office permission for example, filling out college applications and scholarship forms;*
- *give password(s) to anyone;*
- *post anonymous messages;*
- *forward email commonly known as —SPAM,|| Unsolicited Commercial Email (UCE), or —junk email*

*Discipline:*

*Any student who violates these rules will be subject to disciplinary action. Consequences include:*

- *verbal reprimand*
- *communication to home*
- *detention*
- *in-school suspension*
- *out of school suspension*
- *expulsion*

*Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the students use of technology restricted and or revoked.*

## *Legal Issues and Jurisdiction:*

*Because ACSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of ACSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion to access, to open, to examine, to restrict and/or to delete electronic files that violate this Computer Use Policy.*

## *Disclaimer:*

*The ACSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Community ACSD. While ACSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At ACSD, we expect students to obey the Computer Use Policy when using the Internet. Students found in violation of the policy will be disciplined. In addition, ACSD account holders take full responsibility for their access to ACSD's network resources and the Internet.*



***I/We have read and understood the Allamakee Community School Districts Laptop Use Agreement.***

*Student Print*

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*Parent/Guardian Print*

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*Student Signature*

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*Parent Signature*

\_\_\_\_\_

*Date* \_\_\_\_\_

*Date* \_\_\_\_\_