Saydel Community School District

LAPTOP COMPUTER USE AGREEMENT

Please read this entire section carefully.

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

1. **Equipment**

    1.1 Ownership: SCSD 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, Saydel 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 laptop configurations the same. All Computers include a DVD/CD-RW, ample RAM and hard-disk space, a protective laptop case, software, and other miscellaneous items. SCSD will retain records of the serial numbers of provided equipment.

    1.3 Substitution of Equipment: In the event the Computer is inoperable, SCSD has a limited number of spare laptops 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-SCSD installed software and for any data stored on the Computer. It is the sole responsibility of the Student to back up such data as necessary. SCSD provides a means for backup along with directions, but SCSD does not accept responsibility for any such software.

2. **Damage or Loss of Equipment**

    2.1 Insurance and Deductible: SCSD has purchased insurance which provides the broadest perils of loss regularly available. This insurance coverage is subject to a $250 deductible per loss.

    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. Refer to the *Standards for Proper Care* document for a description of expected care. In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

    - First incident – up to $100
    - Second incident – up to $200

- Third incident – up to the full cost of repair or replacement

SCSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to <u>gross negligence</u> 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 laptop while at school. (See the *Standards for Proper Care* document for definition of "attended", "unattended", and "locked".)
- Lending equipment to others other than one's parents/guardians
- Using equipment in an unsafe environment
- Using equipment in an unsafe manner (See the *Standards for Proper Care* document for guidelines of proper use.)
- Removing the "ever on" case.

2.3 Responsibility for Loss: In the event the Computer is lost or stolen, the Student and parent may be billed for the full cost of replacement.

2.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to administration or Director of Technology. If the Computer is stolen or vandalized while not at SCSD or at a SCSD sponsored event, the parent shall file a police report.

2.5 Technical Support and Repair: SCSD 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: SCSD will monitor computer use using a variety of methods—including electronic remote access—to assure compliance with SCSD's legal and Ethical Use Policies.

3.2 Legal and Ethical Use: All aspects of SCSD Computer Use Policy remain in effect, except as mentioned in this section.

3.3 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 like BitTorrent, LimeWire, Kazaa, Acquisition, and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

3.4 Allowable Customizations: The Student is *permitted* to:
- Alter or add files to customize the assigned Computer to their own working styles (i.e. background screens, default fonts, and other system enhancements)
- Download music to iTunes, but cannot download or install any other software without permission from the SCSD Director of Technology

STANDARDS FOR PROPER COMPUTER CARE

This document is an important addendum to the *Student Laptop Program Acknowledgement Form.* Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Computer. **Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.**

Read the electronic manual that comes with the laptop. Following the makers' advice and the standards below will lead to a Computer that will run smoothly and serve as a reliable, useful, and enjoyable tool.

Your Responsibilities:

- Treat this equipment with as much care as if it were your own property.
- Bring the Computer and charging unit to SCSD during every school day. (If you forget them, substitutes will NOT be provided.)
- Keep the computer in the "ever on"case.
- 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. Laptops 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 use in situations that are conducive to loss or damage. For example, never leave Computers in school vans, the gym, locker rooms, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Computer in a car, other than in a locked trunk. *Avoid leaving the Computer in environments with excessively hot or cold temperatures.*
- Do not let anyone use the Computer other than your parents/guardians. Loss or damage that occurs when anyone else is using your assigned Computer will be your fill responsibility.
- Adhere to SCSD *Computer Use Policy* at all times and in all locations. When in doubt about acceptable use, ask the District Teacher Librarian, Director of Technology, or Secondary 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 a teacher, building administrator, student technology team or building instructional technology support.
- Do not 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.
- Keep the equipment clean. For example, do not 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.
- Always store the Computer in the" ever on" laptop bag provided. 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.
- 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 (middle school only).

Screen Care

The Computer screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.

- Do not touch the Computer screen with anything (e.g. your finger, pen, pencil, etc.) other than approved Computer screen cleaners.
- 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, thus resulting in a charge to the family.

DVD/CD-RW (Optical Drive)-Only Middle School

- Never force a disc into the slot. This can cause permanent damage and voids the warranty.
- Keep discs clean and store them in a cover to prevent dust from entering the Computer. Always remove CDs and DVDs when they are not in use, this preserves battery life.
- Avoid using CDs or DVDs unless the Computer is connected to a power source with the charging unit. CD/DVD use dramatically lowers battery life.

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. Do not let the battery completely drain. Immediately shut down 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 laptop 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 work station at home with an external keyboard and mouse that allows you to situate the screen at eye level and keyboard at lap level.
- Read the safety warnings included in the *User Guide.*

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 SCSD 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. Approximate replacement costs include: laptops $1300; digital cameras $500; video cameras $600; and assorted peripheral items $25-$500.
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 Director of Technology.
7. I will always transport the equipment within the case provided.
8. I will adhere to SCSD *Acceptable Use Policy* at all times when using this equipment.

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 check out 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 SCSD's available technology is to enrich the learning that takes place in and out of the 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 SCSD computers and network resources.

Network Resources refers to all aspects of SCSD's owned or leased equipment including: computers, printers, scanners, and other peripherals, email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of SCSD'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, harassing, or sexually explicit
- Download, stream, or listen to Internet-based music, video, or large media files not required for school work (this slows the performance of the network for all users. The school will monitor the network for violations)
- Send any file attachment through the school's email system that is greater than 5 MB in size (the transfer process can hinder network speed and access to others. If you need to transfer large files, please contact the Director of Technology to make special arrangements.)
- Alter, add, or deleted any files that affect the configuration of a school computer other than the laptop assigned for personal use
- Conduct any commercial business
- Conduct any illegal activity (this includes adhering to copyright laws)
- Access the data or account of another user (altering files of another user is considered vandalism)
- Install any software on to SCSD computers
- Copy SCSD 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)
- Give password(s) to anyone
- Post anonymous messages
- Forward email commonly known as "SPAM", Unsolicited Commercial Email (UCE), or "junk email"

Responsibility for Property

Students are responsible for maintaining a 100 percent working laptop at all times. The student shall use reasonable care to be sure that the computer is not lost, stolen, or damaged. Such care includes:
- Not leaving equipment in an unlocked car or unlocked home
- Not leaving equipment unattended or unlocked while at school or elsewhere
- Not lending equipment to anyone except one's parents
- Not using equipment in an unsafe environment

Students must keep the computer locked (i.e. locked in your school locker, home, or secure place where others to not have access) or attended (with you or within your sight) at all times. Laptops 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 laptop back. **Unattended and unlocked equipment, if stolen – even while at school – will be the student's responsibility.**

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 like Bit Torrent, LimeWire, Kazaa, Acquisition, and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

Discipline
Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. 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 student's use of technology to be restricted or revoked.

Legal Issues and Jurisdiction
Because SCSD owns and operates the equipment and software that composes 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 SCSD'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 at its discretion to remotely access, open, examine, and/or delete electronic files that violate this *Computer Use Policy.*

Disclaimer
The SCSD 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 Saydel Community School District. While SCSD'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 SCSD 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, SCSD account holders take full responsibility for their access to SCSD's network resources and the Internet. Specifically, SCSD makes no warranties with respect to school network resources, nor does it take responsibility for the:
1. Content of any advice or information received by an account holder
2. Costs, liability, or damages incurred as a result of access to school network resources or the Internet or any consequences of service interruptions