



Laptop Responsibilities & Acceptable Usage Policy Agreement

Listed below are the responsibilities of the three parties involved: The district and its employees, students, and parents. If you have further questions regarding this privilege we encourage you to contact our District Technology Coordinator.

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School Issued Laptop Computer

Section I - District Responsibilities

- In grades 9-12, provide students with a laptop computer to use during the academic year. Students will return the computer at the end of the school year.
- Provide students wireless, digital access to academic content and resources at school.
- Encourage students to use electronic resources to promote educational excellence through resource sharing, innovation, communication, and electronic tools.
- Initiate a claim and follow through with the insurance carrier with regard to accidental loss or damage.

Section II - Student Responsibilities

Your laptop is an important learning tool to be used for educational purposes only. In order to take your laptop home each day, you must be willing to accept the following responsibilities:

- When using my laptop at home, school, or anywhere else, I will follow the policies of the McComb Local School District and abide by all local, state, and federal laws.
- I will treat my laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby. I will always carry it in the laptop bag in the proper manner.
- I will recharge the laptop battery each night.
- I will bring my laptop to school every day.
- I will not place decorations that will leave adhesive or permanent marks (stickers, markers, etc.) on my laptop.
- I understand that my laptop is the property of the school district. All accounts, programs, and files are subject to inspection and search at any time without notice.
- I will not lend my laptop to anyone.
- I will keep all accounts and passwords assigned to me secure.
- I will be responsible for all damage or loss caused by neglect or abuse. Accidental loss and damage insurance was purchased to cover **accidents** and cover replacement and/or repair. **Insurance does NOT cover negligence. I understand that additional fees (deductibles and/or bench fees) may apply when making a claim or requesting a repair that is not deemed accidental. See "Associated Fees" below.**
- I will not load/delete any software, or attempt to repair the laptop without first receiving permission.
- I agree that e-mail or any other computer communication should be used only for appropriate, legitimate, and responsible communication.
- I agree not to share personal information about myself (full name, address, etc.) or about family, friends, or anyone else.
- I agree not to search for, download, display, post, or distribute vulgar, offensive material or images as described in applicable district policies (Acceptable Use, Internet Use, Rights and Responsibilities of Students).
- I will talk with my parent or guardian about their expectations and ground rules for going online when not at school.
- I agree to abide by all school rules that will identify laptop procedures when I am not in an academic class (assemblies, cafeteria, etc.).
- I will return the laptop computer in the condition it was received when requested and/or upon my withdrawal from school.



Section III - Parent Responsibilities

Your student's laptop is an important learning tool to be used for educational purposes only. In order for your student to take their laptop home each day, you must be willing to accept the following responsibilities:

- When using the laptop at home, school or anywhere else, I will require my student to follow the policies of the McComb Local School District and abide by all local, state, and federal laws.
- I will hold my student responsible to recharge their laptop on a nightly basis and take it to school each day.
- I understand that the laptop is the property of the school district. All accounts, programs, and files are subject to inspection and search at any time without notice.
- My student and I will be responsible for all damage or loss caused by neglect or abuse. Accidental loss and damage insurance was purchased to cover **accidents** and cover replacement and/or repair. **Insurance does NOT cover negligence. I understand that additional fees (deductibles and/or bench fees) may apply when making a claim or requesting a repair that is not deemed accidental. (See "Associated Fees" below.)**
- I will make sure my student understands that e-mail or any other computer communication should be used only for appropriate, educational, legitimate, and responsible communication.
- I agree that all school rules apply to the use of the technology anywhere the technology is used.
- I will return the laptop computer in the condition it was received anytime that it is requested and/or upon the withdrawal of my student from school.

Section IV - Associated Fees

As with any item issued by the school, students are expected to keep the laptops in excellent condition to extend the useful life of the device. Damage incurred to the machines may result in additional fees and charges.

- Accidental Damage and Theft Insurance is mandatory and will be issued as a school technology fee after year one (15-16). This fee **MUST** be paid before the laptop will be issued. That cost is determined by the insurance company and will be communicated to those affected via mail, email and on the school website.
- \$20 - Any insurance claim processed by the school will require a \$20 administrative deductible. That fee will need to be paid prior to the laptop being returned to the student.
 - Broken LCD screens require an insurance claim unless a part is available in house. In house repairs still require a \$20 administrative deductible. Students **MAY** be given a loaner/replacement laptop at the discretion of the district, if available.
 - Repeat claims will result in higher administrative deductibles. \$25 for the second claim in a year. \$50 for the third claim.
 - The district reserves the right to deny the issuance of a laptop to any student based on negligence.
- \$40 – Lost/Damaged AC adapter fee. Any chargers lost or damaged during the school year will need to be replaced at the student/parent's expense. These **MUST** be purchased from the school at a cost of \$40.
- \$10 – Bench fee for "in-house" repairable items. Students who have broken keyboards, missing switches, buttons or bezels etc. will be charged a bench fee to have those items repaired. Those items may be repaired during the school year. If the student turns the laptop in at the end of the school year still in need of repair, additional fees may apply. All previous years' fees must be paid in full prior to the issue of the laptop in subsequent years.

Section V - Miscellaneous Information

A list of frequently asked questions regarding the 1:1 initiative is available on the school website at <http://mccomblocalschools.org>, Students, Student Resources.

The following form is an agreement between student, parent/guardian, and school. The District agrees to provide the best resources the District can for students - and the parent in turn agrees that their student will not abuse those resources. The entire acceptable use policy, put in place by the Board of Education, is available on the school website at <http://mccomblocalschools.org>, Students, Student Resources.



Please read and sign the following Laptop Responsibilities & Acceptable Usage Policy Agreement.
After signing, please return to school office.

Student (printed name): _____ Expected Graduation Year _____

The student named above is being issued a laptop computer and being granted access to McComb Local Schools computer network to improve and personalize his/her education. It is essential that the preceding guidelines be followed to ensure the safe, efficient, and ethical operation of this computer. In order for the student named above to take the laptop home each day, the parent/guardian must be willing to accept the preceding responsibilities.

Checklist for the 1:1 laptop initiative and to receive your laptop:

- Parent AND student read the Acceptable Use Policy and the Student Email Acceptable Use Policy located on the school website
- Parent AND student need to sign the appropriate boxes on the back of the student's Emergency Medical Form to gain access to the school network and email
- Parent AND student need to read the documentation in this packet and return this form with signatures in the appropriate boxes
- Attend training session on the 1:1 policies
- School Technology Fee paid (this fee will NOT be waved as it covers programming, licensing and insurance for the device after year one, 2015-2016)

Parent: I give my permission for my child to be granted access to a laptop through McComb Local School's network. I understand my responsibilities as outlined above. I understand that Internet filtering of objectionable content is in place and monitored to the extent that it can be. I have read the Acceptable Use Policy and the Student Email Acceptable Use Policy found on the school's website. I agree to indemnify and/or reimburse the district and/or the NOACSC for any damage or losses incurred by my child's improper usage of the network. I agree to indemnify and/or reimburse the district for any neglectful damage or losses incurred to my child's laptop.

Print Parent/Guardian Name

Parent/Guardian Signature

Date

Student: By signing below, I agree to follow the rules as outlined by this form. I understand that my use of the laptop and network is a privilege and may be revoked at any time for the misuse of either. I further agree to restrict my usage of the laptop, network and/or e-mail to purposes that are school appropriate.

Print Student Name

Grade Level

Student Signature

Date