MB 1:1 | McComb Local School District | One to One Program

Laptop Responsibilities & Acceptable Usage Policy Agreement

Revised 9/25

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 K-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.

Section II - Student Responsibilities

Your assigned laptop is an important learning tool to be used for educational purposes only. In order to take the 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 follow the policies of the McComb Local School District and abide by all local, state, and federal laws.

• I will treat the laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby. I will always keep it in the laptop case in the proper manner.

• I will recharge the laptop battery each night.

• I will bring the laptop to school every day, and keep it in a secure place at all times throughout the day.

• I will not place decorations that will leave adhesive or permanent marks (stickers, markers, etc.) on the laptop.

• 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.

• I will not lend the laptop to anyone. (No other users are allowed to log onto my assigned laptop.)

• I will keep all accounts and passwords assigned to me secure.

• There will be NO FLASH DRIVES allowed at school.

• I will be responsible for all damage or loss caused by neglect or abuse. Accidental loss and damage insurance covers accidents, replacements, and/or repairs. 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".

• 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 and only used at appropriate times.

• 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) or as per law at any time.

• 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 assigned laptop is an important learning tool to be used for educational purposes only. In order for your student to take the 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 the 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 covers accidents, replacements, and/or repairs. 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 and only used at appropriate times.

• I agree that all school rules apply to the use of the technology anywhere and anytime 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 (including cosmetic damage)incurred to the machines may result in additional fees and charges. Whenever there is ANY kind of damage to a laptop, the student must report it IMMEDIATELY to the Technology Coordinator.

*** THESE FEE ARE SUBJECT TO CHANGE AT ANY TIME ***

• Lost/Damaged Charger - $20

• Broken/Damaged Screen - $30.

• Other fees MAY be assessed for damages as necessary.

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