

Table of Contents

1. RECEIVING YOUR LAPTOP OR IPAD & LAPTOP OR IPAD CHECK-IN	3
1.1. Receiving Your Laptop or iPad	3
1.2. Laptop or iPad Check-in	4
1.3. Check-in Fines	4
2. TAKING CARE OF YOUR LAPTOP OR IPAD	4
2.1. General Precautions	4
2.2. Carrying Devices	5
2.3. Screen Care	5
3. USING YOUR DEVICE AT SCHOOL	5
3.1. Devices Left at Home	5
3.2. Devices Undergoing Repair	5
3.3. Charging Your Device's Battery	6
3.4. Screensavers and Student Data	6
3.5. Sound, Music, Games, or Programs	6
3.6. Printing	6
3.7. Home Internet Access	6
4. MANAGING YOUR FILES & SAVING YOUR WORK	6
4.1. Saving to Google Drive	6
4.2. Saving Data to Removable Storage Devices	6
4.3. Network Connectivity	7
5. SOFTWARE ON LAPTOPS AND IPADS	7
5.1. Originally Installed Software	7
5.2. Virus Protection	7
5.3. Inspection	7
5.4. Procedure for Re-loading Software	7
5.5. Software Upgrades	7
6. ACCEPTABLE USE	7
6.1. Parent/Guardian Responsibilities	8
6.2. School Responsibilities are to:	8
6.3. Students are Responsible for:	8
6.4. Student Activities Strictly Prohibited:	9
6.5. Device Care	9

6.6.	Legal Propriety	10
6.7.	Student Discipline	10
6.8.	Required Use	10
6.9.	Cyberbullying	11
6.10.	Computer Monitoring Software	11
7.	PROTECTING & STORING YOUR LAPTOP OR IPAD	11
7.1.	Device Identification	11
7.2.	Password Protection	11
7.3.	Storing Your Device	11
7.4.	Devices Left in Unsupervised Areas	11
8.	REPAIRING OR REPLACING YOUR LAPTOP OR IPAD	12
8.1.	Accidental Damage Plan	12
8.2.	Loss or Theft of Laptop or iPad	12
8.3.	Claims	12
9.	LAPTOP/IPAD TECHNICAL SUPPORT	12
10.	USE OF TECHNOLOGY RESOURCES POLICY	13
10.1.	Regulations	13
10.2.	User Terms and Conditions	13
11.	COST OF REPAIRS	13

SWEETWATER ONE TO 1

The “Sweetwater One to 1” device program is designed to fulfill our commitment as an innovative District to empower and inspire all students to academic excellence in pursuit of their interests and passions by providing an assigned laptop computer or iPad during the student’s education at Sweetwater #1. The policies, procedures and information within this Handbook apply to all laptops, iPads, and similar devices used at Sweetwater County School District Number One (“the District”) inclusive of those devices provided to students in Grades K through 12. The District is providing this opportunity with expectations that parents and students shall exercise responsible conduct in using all electronic resources. Teachers may set additional requirements for electronic device use in their classroom.

The statements and policies set forth in this Handbook are binding upon students and parents and apply to the use of District electronic devices whether used on or off-campus, as well as before, during, and after school hours. By signing this Handbook, parents and students agree to uphold all policies, provisions, and standards set forth in this Handbook. Please read this document carefully.

The Agreement stated herein is made effective upon receipt by the student of the laptop or iPad as consideration for the covenants herein and is effective between the parents or legal guardians, student, and the District as follows:

1. RECEIVING YOUR LAPTOP OR IPAD & LAPTOP OR IPAD CHECK-IN

1.1. Receiving Your Laptop or iPad

Laptops and iPads will be distributed at the beginning of each school year during an instructive orientation program. The District retains the sole right of possession of the laptop or iPad and grants permission to the student to use the laptop or iPad according to the terms of this Agreement. **To be eligible to receive an assigned laptop or iPad, parents and student must sign and return the Device Protection Plan and Student/Parent Agreement (“the Plan”) document contained in this Handbook before the laptop or iPad may be issued. The Plan identifies the parents and student’s agreement to protect the laptop or iPad investment for the District. Participation in the Device Protection Plan requires payment of a Twenty Dollar (\$20.00) fee in order to keep the assigned laptop or iPad for the school year. Per *Policy JN – Student Fees, Fines and Charges*, the District reserves the right to use a Collection Agency in the collection of fees and fines.** Students who qualify for a Free and Reduced Lunch may have their \$20.00 insurance fee waived upon request to the District, but will remain responsible for any intentional damage. Please review the Plan included in this Handbook prior to signing the document and receiving the laptop or iPad.

Students should expect no privacy in the context of personal files, emails, or while using the District’s technology resources. All student use of District technology may be supervised and monitored. The District retains the right to collect and/or inspect the laptop or iPad at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Efforts are made to maintain all laptop or iPad configurations in compliance with District standards. Just as with a library resource, textbook or school uniform, the students are responsible for returning devices in reasonable condition. Grades, transcripts and diplomas may be withheld until any required payments are made, unless otherwise excused.

Laptops and iPads will be collected at the end of each school year for maintenance, cleaning and software installations. Students may not retain their original laptop or iPad each year while enrolled at the District. They are encouraged to back up their work to their Google Drive as the tech department is not responsible for backing up any of the student's data.

1.2. Laptop or iPad Check-in

Laptops or iPads will be returned during final checkout on or before the last day of school. If a student transfers out of the District during the school year, the device must be returned at that time. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at the District for any other reason must return their individual school laptop or iPad on the date of termination.

1.3. Check-in Fines

If your laptop, iPad, and/or power adapter has been damaged, defaced, or lost, you will be fined respectively for the damage at the end of the year during student device check-in or when checking out to transfer to another district. See Cost of Repairs in this Handbook.

If a student fails to return the device in working condition, reasonable wear and tear excepted, at the end of the school year or upon termination of enrollment at the District, that student may be assessed for the replacement or repair cost of the device, or, if applicable, any insurance deductible. Failure to return an assigned device to the District may subject the student to criminal prosecution and/or civil liability.

2. TAKING CARE OF YOUR LAPTOP OR IPAD

Students are responsible for the general care of the laptop or iPad they have been issued by the District. Devices that are broken or fail to work properly must be reported to the technology center immediately for evaluation and repair. Directions for students to open a help desk ticket will be provided with the device.

2.1. General Precautions

- No food or drink allowed next to your device while it is in use or in a backpack or case.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their laptops while the screen is open.
- Laptops and iPads must free of any writing, drawing, stickers, or labels that are not the property of the District when the laptop is returned. Students will be fined \$5.00 per sticker at check-in. Each device will have a Property of Sweetwater #1 sticker with a line to write the student's name identifying the device.
- District stickers on the devices must not be removed or peeled off.
- Devices should never be left in any vehicle.

- Students are responsible for keeping their device's battery charged for school each day.

2.2. *Carrying Devices*

Laptop and iPads cases will be provided with the devices. Each student is required to carry the laptop in a case with sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer. Each student is required to keep the protective case on the iPads at all times. The guidelines below should be followed:

- Laptops should always be within the protective case when carried.
- iPads should always be within the protective case provided upon check-out
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen and to avoid ripping the cases. Be careful placing the device in a backpack with other heavy materials. This can cause pressure fractures on the screen of the device.
- Keyboard and hard plastic covers are not recommended. Skins are approved in order to assist students with quickly identifying individual machines, although they will need to be removed before checking the computer in for the summer. Stickers will also be provided by the district to help with identification by student name.

2.3. *Screen Care*

The laptop or iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the device.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, staples papers, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use Windex or similar products on the screen.
- Do not "bump" the device against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

3. USING YOUR DEVICE AT SCHOOL

3.1. *Devices Left at Home*

If students leave their device at home, they must make arrangements with their teacher to get access to a device. If a student repeatedly (3 or more times as determined by any staff member) leaves their device at home, they will be required to "check out" their device from the office, media center (secondary), or homeroom teacher (elementary) for 3 weeks. Second offense will result in the loss of device privileges for 3 weeks.

3.2. *Devices Undergoing Repair*

Loaner or replacement devices may be issued to students when they leave their laptops or iPads for repair with the technology center.

3.3. Charging Your Device's Battery

Laptops and iPads must be brought to school each day in a fully charged condition. Students need to charge their devices each evening.

In cases where use of the laptop or iPad has caused batteries to become discharged, students may be able to connect their device to a power outlet in class. They will need to make sure to keep their charger with them at all times in order to be able to charge and prevent theft of the charger.

3.4. Screensavers and Student Data

- Inappropriate media may not be used as a screensaver or be saved on the device.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

3.5. Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music storage is not allowed on the device.
- NO Internet Games are allowed on the devices during school hours. NO games can be installed.

3.6. Printing

Students may use assigned printers in their schools before/after school and during class with a teacher's permission.

3.7. Home Internet Access

Students are allowed to set up DSL and wireless networks on their devices.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1. Saving to Google Drive

Students will be provided with District Google accounts in order to save their **school-related work** to Google Drive.

Storage space will be available on the device's hard drive—BUT it will NOT be backed up in case of re-imaging.

4.2. Saving Data to Removable Storage Devices

Students may also back up all of their work using removable file storage. Removable memory sticks (flash drives) may be purchased at a local retailer.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

4.3. *Network Connectivity*

The District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON LAPTOPS AND IPADS

5.1. *Originally Installed Software*

The software originally installed by the District must remain on the laptop or iPad in usable condition and be easily accessible at all times. From time to time, special software applications may be required for use in a particular course. The licenses for this software require that the software be deleted from devices at the completion of the course. Periodic updates of devices will be made to ensure that software that is no longer required in class is removed and that the District has not exceeded its licenses.

5.2. *Virus Protection*

The device has anti-virus protection software. This software will scan the hard drive for known viruses on boot up. The virus software will be upgraded from the network. If a virus is found upon scanning, the student must turn in his/her device to the technology center BEFORE hooking it to the network the next day.

5.3. *Inspection*

Devices are the property of the District and are loaned to the students for a minimal fee. The Administration and/or staff can request a device inspection at any time. Random device inspections will be held periodically.

5.4. *Procedure for Re-loading Software*

If technical difficulties occur or illegal software is discovered, the hard drive will then be re-formatted. Authorized software will be installed and the data files reinstated by synchronizing. The District does not accept responsibility for the loss of any software or data deleted due to a re-format and re-image.

5.5. *Software Upgrades*

Upgrade versions of licensed software are available from time to time. Students may be required to check in their devices for periodic updates.

6. ACCEPTABLE USE

The District is pleased to be able to offer access to the District devices, which provide the necessary programs required by classes and the District network, which provides access to electronic mail (e-mail), student data storage, and the Internet. To gain access to these resources, students and parents must sign and return this form to help desk.

While these materials are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or find ways to use provided hardware and software beyond its educational intent. For this reason, it is

extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to the Internet, e-mail, or other technology privileges. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Many responsibilities result from the use of these technologies in the educational setting.

6.1. Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources, such as television, telephones, movies, and radio.

CIPA Regulations (Child Information Protection Act): The District is in compliance with CIPA Regulations by having off-site content filtering on all electronic devices owned by the District. The student could be subject to controversial web content without proper monitoring. It should also be noted that if your child attempts to put any harmful or illegal content on the devices, both the student and parent/guardian will take full responsibility.

6.2. School Responsibilities are to:

- Provide Internet and e-mail access to its students.
- Provide Internet blocking of inappropriate materials while on and off the District network.
- Provide network data storage areas.
- These will be treated similar to school lockers. The District reserves the right to review, monitor, and restrict information stored on or transmitted via the District-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.3. Students are Responsible for:

- Using the assigned device in a responsible and ethical manner.
- Obeying general District rules concerning behavior and communication that apply to computer and iPad use.
- Using all technology resources in an appropriate manner so as to not damage District equipment.
- This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via the District’s designated Internet System is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping the District protect our computer system by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always log off the laptop after they are done working to protect their accounts and files. If a student does not log off, any e-mail or Internet activity under their name will be considered their responsibility.

- If a student should receive e-mail containing inappropriate or abusive language or the subject matter is questionable, he/she is asked to show a copy to office or forward the message to their school's tech support and the school administrator.

6.4. *Student Activities Strictly Prohibited:*

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging/Social Networking Services-Example: MSN Messenger, ICQ, Facebook, etc.
- Internet/Computer Games that are not of an educational nature.
- Use of anonymous and/or false communications, such as MSN Messenger, Yahoo Messenger.
- Use of the laptop or iPad for audio or video recording not related to school work.
- Use of outside program disks.
- Changing of computer settings.
- Downloading and Executing Files-Example: MSN Messenger, games, etc.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Password sharing.
- Use of the District's Internet/e-mail accounts/hardware for financial or commercial gain or for any illegal activity.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts, including those necessary for chat rooms, Ebay, e-mail, etc.
- Giving out personal information, except in an instructional context or in the performance of the District's business and with permission of the District.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of District equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients including sexting.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages which can slow the system and waste other users' time and access.
- Intentionally wasting District resources.
- Attempting to defeat computer or network security or circumvent existing security protocols using VPN services (software).
- Creating, uploading, or transmitting computer viruses.

6.5. *Device Care*

Students will be held responsible for maintaining their individual school laptops or iPads and keeping them in good working order:

- Device batteries must be charged and ready for school each day.

- Laptop cases/iPad cases furnished by the District must be returned with only normal wear and no alterations to avoid paying a sleeves/bag replacement fee.
- Devices that malfunction or are damaged must be reported to the technology specialist and principal within 48 hours of the damage. The District will be responsible for repairing devices that malfunction. Devices that have been damaged from normal use or are accidentally damaged will be repaired. Students may be entirely responsible for the cost of repairs to devices that are damaged intentionally.
- **Device damage: Students who have recorded 3 or more instances of device damage may be asked to check their device in with the technology specialist or principal. Future device privileges will be determined by the technology specialist and principal.**
- Devices that are stolen must be reported immediately to the Administrative Office, the police department, and the Technology Center via help desk ticket.

Furthermore, the student will be responsible for any damage to the device, and must return the device and accessories to the tech coordinator or principal in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the device. Any external skins or identifiers added to the device by the student must be removed before checking it back in.

6.6. Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation of the District's Code of Student Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited, and violators will be subject to punishment under the Acceptable Internet and Electronic Mail Use Policy. Violation of applicable state or federal law, including the Wyoming Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

6.7. Student Discipline

Infractions of any part of this Agreement will result in discipline under Policy File JFC – Code of Student Conduct and Policy File JFCM – Computer Network and Internet Access and Use.

*Discipline consequences may vary depending on the severity of the offense.

Devices owned by the District are for Educational purposes ONLY.

6.8. Required Use

All students are required to use the District issued devices for school purposes. This is necessary to ensure the student has access to the District's network, required software for course work, email and electronic data storage services. The District will only provide maintenance service or technical assistance for District issued technology resources.

6.9. *Cyberbullying*

Cyberbullying will be defined and enforced using Policy File JFCL – Student Bullying Policy.

6.10. *Computer Monitoring Software*

The District uses specific tools, such as FileWave, Apple Classroom Manager, and Apple Remote Desktop for computer monitoring software. This software may allow teachers to connect to their students during class or study hall to monitor their device activity. If a student disconnects from their instructor or turns off wireless access, it will be considered insubordination. The student is subject to disciplinary measures for such violations including loss of device privileges as outlined above.

7. PROTECTING & STORING YOUR LAPTOP OR IPAD

7.1. *Device Identification*

Student devices will be labeled in the manner specified by the District. Devices can be identified in the following ways:

- Record of serial number;
- Individual User account name and password.

7.2. *Password Protection*

Students are expected to password protect their devices by setting a network logon password and keeping that password confidential. If a student fails to keep this confidentiality agreement and any part of this policy has not been followed, appropriate disciplinary steps will be followed.

7.3. *Storing Your Device*

Students are encouraged to take their devices home every day after school regardless of whether or not they are needed. Devices should not be stored in a student or parent's vehicle while the vehicle is at the District or at home.

7.4. *Devices Left in Unsupervised Areas*

If a student leaves his/her device in a teacher's classroom or in study hall, the teacher is NOT responsible for its safety. The device will remain in the teacher's room until such time as the student returns to pick it up during school hours. After District hours, the student will no longer be able to retrieve the device, which will remain in the locked room until the following day when the room is again open. Students will NOT ask school staff to open a room after District hours. A student who violates this policy will be subject to discipline. If a student's device and/or power cord turn up missing, the student will be responsible for the cost of replacing them.

Under no circumstances should devices and cords be left in unsupervised areas. Unsupervised areas include any classroom without a class, locker rooms, weight room, multi-purpose room, and gym. Any device left in these areas is in danger of being stolen. If a device is turned into the office after being found in an unsupervised area, the "owner" may lose his/her device privileges for a minimum of 2 days.

8. REPAIRING OR REPLACING YOUR LAPTOP OR IPAD

8.1. Accidental Damage Plan

The District is providing the Device Protection Plan to cover accidental breakage or damage of a device. The Parent agrees to pay Twenty Dollars (\$20.00) prior to receipt of the device as a fee to participate in the Device Protection Plan. The Device Protection Plan coverage extends only to accidental damage, or breakage of the device.

The Device Protection Plan does not protect against damage caused by abuse, negligence or intentional acts. If a device is determined to have been intentionally or negligently damaged or damaged by abuse by the student, the student may be subject to discipline for destruction of District property under Policy File JFC, and the Parent may be held financially responsible for the cost of repair or replacement at full value of the cost of replacement.

Please report all device problems to the technology center or principal's office.

8.2. Loss or Theft of Laptop or iPad

Devices that are lost or stolen need to be reported to the building principal immediately. After notifying the building principal, students will be asked to submit a written statement regarding the nature of the loss or theft of the device. Students will also be required to put in a help desk ticket to the technology department notifying them of the missing device. If for some reason the student is unable to put in a help desk ticket, they must call 307-352-3460 to report the missing device. Law enforcement will be notified of the incident for further investigation, as warranted. The technology department has the ability to locate a missing device that is connected to a network to within a city block. It is critical that missing devices are reported as soon as possible to increase the chances of recovering the device.

8.3. Claims

All claims under the Device Protection Plan must be reported to the Chief Information Officer or Building Principal, for processing.

9. LAPTOP/IPAD TECHNICAL SUPPORT

The Chief Information Officer organizes the repair work for devices. Services provided include the following:

- Hardware maintenance and repairs;
- Password identification;
- User account support;
- Operating system or software configuration support;
- Application information;
- Re-imaging hard drives;
- Updates and software installations;
- Coordination of warranty repairs;
- Distribution of loaner devices and batteries.

10. USE OF TECHNOLOGY RESOURCES POLICY

10.1. Regulations

The use of the District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in the District. This Handbook is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this Handbook or in other District Policies, privileges may be terminated, access to the District technology resources may be denied, and the appropriate disciplinary action shall be applied. The District's Code of Student Conduct shall be applied to student infractions and discipline.

10.2. User Terms and Conditions

The use of the District's technology resources is subject to the following terms and conditions: The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the District along with State and Federal regulations. In compliance with federal law, the District shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the District environment.

User accounts are considered the property of the District. Network administrators may review District devices to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that anything stored on District devices or networks will be private.

11. COST OF REPAIRS

Repair	Price
Computer Replacement	\$825.00
Computer Charger	\$25.00
Display Repair	\$325.00
Flat-Rate Repair (keys, top case, trackpad, battery, IO board, logic board, or HD replacement)	\$200.00
iPad Replacement	\$275.00
iPad Charger	\$20.00

**SWEETWATER COUNTY SCHOOL DISTRICT
NUMBER ONE – GRADES K-12
DEVICE PROTECTION PLAN
STUDENT/PARENT AGREEMENT**

Sweetwater County School District Number One recognizes that with the implementation of the Device Program, there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: including accidental damage protection.

MANUFACTURER WARRANTY: this coverage is purchased by the District as part of the purchase price of the equipment. The manufacturer warrants the devices from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the device or device replacement. The manufacturer warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

ACCIDENTAL DAMAGE PROTECTION: The District is providing coverage to protect the devices against accidental damage, such as: plastic part loss, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, abuse, intentional or negligent damage. The District will assess the device damage and repair or replace the machine, if the damage is determined to be accidental, infrequent, and within the protection guidelines.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

INTENTIONAL DAMAGE: Student/Parent are responsible for full payment of intentional damage to devices. Warranty, Accidental Damage Protection, or School District Device Protection **DOES NOT** cover intentional damage of the laptops.

STUDENT PLEDGE FOR LAPTOP USE

1. I will follow all of the policies and regulations included in this Handbook while at the District, as well as outside of the school day.
2. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
3. I agree to return the District laptop, and power cords in good working condition.

PARENT PLEDGE

I recognize that it is my responsibility to restrict access to all controversial materials, and I will not hold the District or its employees or agents responsible for any materials acquired by my child. I will assume full responsibility for any harmful or illegal content on the devices. I also will take full responsibility for any damage that occurs to the device while the device is in my child's possession. I hereby give permission to allow my child to check out a device for the current school year.

I agree to the Agreement set forth in the above Handbook, including the District's Acceptable Use Policies; and Device Protection Plan and Student/Parent Agreement:

Student Name (Please Print): _____ School _____

Student Signature: _____ Date: _____

Parent Name or Legal Guardian (Please Print): _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Individual District devices and accessories must be returned to the District Technology Center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at the District for any other reason must return their individual District device on the date of termination.