

Laptop/Netbook Policy, Procedures, and Information

Dayville Schools

2021-2022

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Technology Mission Statement

Technology, particularly personal technology, is transforming the world where we are preparing students to live, learn and work. Accordingly, the use of laptops (or smaller netbooks) is one way in which Dayville will prepare students for the real world. Laptops are not a new subject. On the contrary, a laptop is a tool, like paper, pencil, chalk, hammer, or plow. A tool does not work by itself; rather, it enables the worker to do more and better work.

The policies, procedures and information within this document apply to all laptops & netbooks used at Dayville Schools, as well as any other device considered by the Administration to come under this policy. Teachers may set additional requirements for computer use in their classroom.

1. RECEIVING YOUR LAPTOP & LAPTOP CHECK-IN

1.1 Receiving Your Laptop

Laptops will be distributed each fall during "Laptop Orientation" every year. Parents & students must sign and return the Laptop Pledge documents **before** the laptop can be issued to their child.

Laptops will be collected throughout the school year, and at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at Dayville High School. Students will retain their original laptop each year while enrolled at DHS.

1.2 Laptop Check-in

Laptops will be returned during final checkout on the last day of school. If a student transfers out of the Dayville School District during the school year, the laptop will be returned at that time.

1.3 Check-in Fines

If your laptop, laptop case, and/or AC power adaptor has been damaged or defaced, you will be fined respectively for the damage when it is discovered, at the end of the year during student laptop check-in, or when checking out to transfer to another district. If a student laptop is not returned during year-end check-in or upon transferring out of district, the administration will be in charge of seeing this equipment is returned in a timely manner. If the administration is not successful, this matter will be turned over to local law enforcement and the student's grade reports/ transcripts will be withheld.

2. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the school office. A temporary replacement may be issued and damages may incur repair costs.

2.1 General Precautions

- No food or drink is allowed near your laptop.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.
- Students will never carry their laptops by the screen.
- Laptops must remain free of any writing, drawing, stickers, or labels except those placed by the district.
- Laptops must never be left in an unlocked car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.
- If students use "skins" on the monitor cover to "personalize" their laptops they must attach a serial number sticker (see Mrs. Smith).

2.2 Carrying Laptops

The protective cases provided with laptops have sufficient padding to protect the laptops from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops should always be within the protective case when carried unless otherwise directed.
- The laptop must be **turned off** before placing it in the carrying case. Closing the screen does not turn the machine off.

2.3 Screen Care

The laptop 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 laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, school work, notepads or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth. (screen wipes may be obtained in the office)
- Do not “bump” the laptop against lockers, walls, car doors, floors, etc as it will eventually break the screen

3. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules may be accessed via the school website. Students must be responsible to bring their laptop to all classes, unless specifically instructed not to do so by their teacher.

- Upon parental signature, High School students will be allowed to take their laptops home at night.
- All Junior High students will check their laptops in to their seventh period classroom teacher for placement in the charging station prior to leaving school for the day.

3.1 Laptops Left at Home

If students leave their laptop at home, they must use a desktop computer provided in every classroom. If a student repeatedly (4 or more times as determined by any staff member) leaves their laptop at home, they will be required to “check out” their laptop from the office for 3 weeks. Second offense will result in the loss of laptop privileges for 3 weeks.

3.2 Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair, depending on availability.

3.3 Charging Your Laptop’s Battery

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Repeat violations (minimum of 4 days-not consecutively) of this policy will result in students being required to “check out” their laptop from the School office for 3 weeks. Second offense will result in the loss of laptop privileges for 3 weeks.

In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

If a battery exchange is necessary due to a default in the battery, please contact the school office.

3.4 Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet Games are not allowed on the laptops during school hours.
- NO games can be installed.
- Do not save any music, games, or programs to the laptop. These software programs may be saved to personally owned external drives (Jump/Thumb/USB drives). Data storage space will be available on the laptop for school materials—BUT it will NOT be backed up in case of repairs.

3.6 Printing

Students may use printers with teacher permission. NO personal printers will be allowed to be installed on school laptops.

3.7 Home Internet Access

Students are allowed to set up dial-up, DSL and/or wireless networks on their laptops.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the My Documents/Home Directory

Students will be logging onto the network in order to back up their work on their Z drive.

The laptops will be set up with a *My Documents* in which students may save their work and storage space will be available on the laptop- BUT it will NOT be backed up in case of repairs.

4.2 Saving data to Removable storage devices

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

Students should also backup all of their work at least once each week using removable file storage. Removable memory sticks may be purchased at a local retailer, or ordered and purchased from the school office.

4.3 Network Connectivity

The District makes no guarantee that the network will be available 100% of the time. In the event that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON LAPTOPS

5.1 Originally Installed Software

The software originally installed by the district must remain on the laptop in usable condition and be easily accessible at all times.

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

5.2 Virus Protection

The laptop has anti-virus protection software. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network. The school's servers are also installed with virus protection software. If a virus is found upon scanning, the student must turn in his/her laptop BEFORE hooking it to the network the next day.

5.3 Additional Software

Students are not allowed to load extra software on their laptops.

5.4 Inspection

Students may be selected at random to provide their laptop for inspection.

5.5 Procedure for re-loading software

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

6. ACCEPTABLE USE

The Dayville School District is pleased to be able to offer access to the district computers which provide the necessary programs required for classes and the district network which provides access to student data storage

and the Internet. To gain access to these resources, students and parents must sign and return this form to the appropriate building administrator.

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.

6.2 School Responsibilities are to:

- Provide Internet access to its students while at school.
- Provide Internet Blocking of inappropriate materials.
- Provide network data storage areas.
These will be treated similar to school lockers. Dayville School District reserves the right to review, monitor, and restrict information stored on or transmitted via Dayville School 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 Responsibilities for:

- Using computers in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to computer use.
- Using all technology resources in an appropriate manner so as to not damage school 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 students own negligence, errors or omissions. Use of any information obtained via Dayville School District's designated Internet System is at your own risk. Dayville School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Dayville School 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 or lock the computer after they are done working to protect their accounts and files. ALL Internet activity under their name will be considered their responsibility.
- Returning their laptop to DHS at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at DHS for any other reason must return their individual school laptop computer on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
 - Any action that violates existing Board policy or public law
 - Access or use of any e-mail program while at school.
 - Use of chat rooms, sites selling term papers, book reports and other forms of student work
 - Messaging services-EX: MSN Messenger, ICQ, etc
 - Use of outside program disks
 - Changing of computer settings
 - Downloading and Executing Files-EX: MSN Messenger, games, etc
 - Spamming-Sending mass or inappropriate emails
 - Gaining access to other student's accounts, files, and/or data
 - Password sharing
- Student Activities Strictly Prohibited (continued)*
- Use of the laptop for financial or commercial gain or for any illegal activity
 - Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger

- 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, email, etc.
- 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 school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

6.5 Laptop Care

Students will be held responsible for maintaining their individual school computers and keeping them in good working order.

- Computer batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Dayville School District may be applied to the computer.
- Computer sleeves furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- Computers that malfunction or are damaged must be reported to the school office. The school district will be responsible for repairing computers that malfunction. Students will be entirely responsible for the cost of repairs to laptops that are damaged while under their care.
- **Laptop damage: Students who have recorded 3 or more instances of laptop damage may be asked to check their laptop in with the school office. Future laptop privileges will be determined by the Administration.**
- Laptops that are stolen must be reported immediately to the Administrative Office and the police department.

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

If a student fails to return the computer at the end of the school year or upon termination of enrollment at DHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the John Day Police Department.

Furthermore, the student will be responsible for any damage to the computer. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

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 theft and misrepresentation. 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 violation of applicable state or federal law, will result in criminal prosecution or disciplinary action by the District.

6.7 Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

- Step 1* Student will lose the option of taking his/her laptop home for three (3) weeks. Student will have to check their laptop out from the school office in the morning and return it at the end of the day.
- Step 2* Student will have to turn in his/her laptop to the office for three (3) weeks. During this time, if a student needs to do research or assignments on the laptop, the teacher will arrange (in advance) for the student to use the laptop during that class only.
- Step 3* Student will have to turn in his/her laptop to the school office for a minimum of six (6) weeks. During this time, a student may not be able to check out his/her laptop for classroom work-this will depend on the severity of the laptop misuse.

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

Computers owned by the Dayville School District are for Educational purposes ONLY.

6.8 Student Grade Policy

All students' grades will be checked on Monday of each week. If a student is receiving a D (includes D+ and D-) or an F in any class, they will lose their laptop privileges for that week.

6.9 Cyberbullying

"Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate and hostile behavior by an individual or group that is intended to harm others." - Bill Belsey

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of a principal or teacher.

The administration shall fully investigate all reports of cyber bullying.

In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the education process so that it markedly interrupts or severely impedes the day-to-day operation of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, suspension, or expulsion for verified perpetrators of cyber bullying. Discipline for cyber bullying will be handled on a case by case basis. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

7. PROTECTING & STORING YOUR LAPTOP COMPUTER

7.1 Laptop Identification

Student laptops will be labeled in the manner specified by the school. Laptops 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 laptops 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 Laptop

When students are not using their laptops, they should be stored in a secure location. Students may obtain a personal lock and provide the office with a key or combination to the personal lock. Nothing should be placed on top of the laptop, when stored in the locker. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle at school or at home.

7.4 Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen. If a laptop is found in an unsupervised area, it will be taken to the school office. A student will be charged \$10.00 to retrieve their laptop that has been turned into the office due to not being supervised, If the student does not want to pay \$10.00 to retrieve their laptop, they will be required to "check out" their laptop from the school office for 3 weeks.

8. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

8.1 Warranty

This coverage is purchased by the District as part of the purchase price of the equipment. It warrants the laptops 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 laptop or laptop replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all laptop problems to the technology coordinator.

8.3 School District Protection

Students or parents may wish to carry their own personal insurance to protect the laptop in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the laptop computer.

9. LAPTOP TECHNICAL SUPPORT

The school office arranges the repair work for laptops. 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 laptops and batteries

Some services are provided at the school, others through the ESD in John Day.

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 Dayville School District. This policy 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 policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

10.2 User Terms and Conditions

The use of Dayville School 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 & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.

- User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. **Users should not expect that anything stored on school computers or networks will be private.**

10.3 Computer Laptop Violations:

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-player game, illegally obtained music, or video files (including youtube, google/yahoo video, etc) using the school network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission.
- Using the network or Internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.

Infractions of any policy included in this Acceptable Use Policy/Handbook will result in the following consequences:

Suspension of laptop computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

11. Cost of Repairs

Students will be held partially responsible for ALL accidental damage to their laptops including, but not limited to: broken screens, CD/DVD players, cracked plastic pieces, etc. All student repair charges will be 10% of the actual part cost or \$10.00 whichever is more. Lost items such as sleeves, cords and batteries will be charged the actual replacement cost. Example costs are:

<u>Part</u>	<u>Actual Cost</u>	<u>Student's Bill</u>
Screen (Monitor)	\$300.00	\$30.00
Battery	\$70.00	\$10.00
Sleeve (carrying case)/strap	\$35.00	\$10.00
Cord	\$35.00	\$10.00

Students will be charged actual cost on repairs if laptop damage is due to negligence or misuse (spills, inappropriate storage, etc.).

DAYVILLE SCHOOL DISTRICT

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.**

NEGLIGENT or INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to laptops.

Student Pledge for Laptop Use

1. I will take good care of my laptop and know that I will be issued the same laptop each year.
2. I will bring my laptop charged to every class unless instructed otherwise.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop since they may cause damage to the computer.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in the bag provided or an approved case.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District laptop. I will not deface the serial number laptop sticker on any laptop.
11. I understand that my laptop is subject to inspection at any time without notice and remains the property of the Dayville School District.
12. I will follow the policies outlined in the *Laptop Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement items in accordance with the above table in the event any of these items are lost or stolen.
16. I agree to return the District laptop, sleeve and power cords in good working condition.

Parent Pledge

I, _____, (parent's name) recognize that it is my responsibility to restrict access to all controversial materials and I will not hold the school 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 laptops. I also will take full responsibility for any damage that occurs to the laptop while the device is in my child's possession. I hereby give permission to allow my child to check out a laptop for the current school year.

I agree to the stipulations set forth in the above documents including the Laptop Policy, Procedures, and Information; the Acceptable Use Policy; Laptop Protection Plan, and the Student and Parent Pledge for Laptop Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Individual school laptop computers and accessories must be returned at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at DHS for any other reason must return their individual school laptop computer on the date of termination.