

## USD 410 Student Computer Care Contract - 6-12 Edition

**This contract's purpose is to help students understand the responsibilities and expectations they have in caring for the computer that is being issued to them for the 2018-2019 school year.**

- Laptops must be stored and transported using the school-issued carrying case provided at the beginning of the school year. They may not be kept in regular book bags or backpacks. Please notify the District Technology staff if the carrying case is no longer functional or able to securely hold the laptop.
- During the school day, students must have their laptops with them, in the same classroom, or locked in their school lockers. (*School issued locks will be provided upon request.*) If a laptop is found by a school staff member to be left unattended, the laptop will be taken to the school office.
- Students will have the school-provided insurance policy covering accidental damage to their laptop. This insurance policy covers any damages done as a result of an accident. The insurance does not cover any damage caused by neglect, intentional damage, theft, or missing parts. A fine covering the replacement cost of the part may be assessed to the student for any damage not covered by the accidental insurance policy. Report any damage immediately to the District Technology Staff.
- If a laptop is stolen or lost, the student will be expected to pay for the replacement of the missing computer. Stolen laptops should be reported to the local police through the school office.
- Students are not to deface their laptop or carrying case in any way, examples include writing names or painting pictures. Students are expected to keep their laptop clean and return it at the end of the year in the same condition as it was received.
- Students are not to remove, deface, or alter the USD #410 identifying stickers, labels, or barcodes
- Students are to gently handle the laptops in order to prevent undesired damage to plastics, cases, and internal components. Laptops can be fragile and if dropped, tossed, kicked, or jolted, they can break.
- Students should not use their laptops while walking, but only on a stable, flat surface, such as a table.
- Laptops should be protected from food, drink, younger siblings, and pets as any of these things can cause damage.
- Heavy objects should never be placed on top of the laptops. This includes, books, musical instruments, sports equipment, etc.
- It is required that the laptops go home with students each evening for recharging. Unless other arrangements are made by the school administration.
- The laptop computers should not be left for extended times in places where it will be subject to extreme temperatures or humidity (i.e.: cars or outside on cold or hot days).

Students will return their school issued laptop when they checkout at the end of the school year or when they transfer to another school.

### **REQUIRED SIGNATURES (When completing Online Enrollment, you will “sign” this during the enrollment process)**

I / We have read this agreement and consent to abide by the terms and conditions as prescribed herein.

Student Name (please print) \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature (required) \_\_\_\_\_ Date: \_\_\_\_\_

Parent &/or Guardian (please print) \_\_\_\_\_

Parent Signature (required) \_\_\_\_\_ Date: \_\_\_\_\_

***This agreement shall be in effect for the 2018-2019 school year. A new form must be completed each school year.***