Mickelson Middle School

1:1 Technology Device Policy Manual
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I. Introduction

All Brookings Mickelson Middle School students will be issued Lenovo ThinkPad laptop computers beginning at the start of the school year. The computers will be checked out and registered to the students. The computers students receive will be re-issued to them in subsequent years. Students and parents will be required to sign a computer protection agreement and a pledge for the use of the computers. Students and parents/guardians should become familiar with the content of this policy document and follow the guidelines closely in the use of the school’s computer equipment.

II. Acceptable Use

A. General Guidelines:

1. Students will have access to all available forms of electronic media and communication that support the educational goals and objectives of the Brookings School District.

2. Students are responsible for their ethical and educational use of the technology resources of the Brookings School District.

3. Access to the Brookings School District technology resources is a privilege and not a right.

4. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

5. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the discipline procedures.

B. Consequences: The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Laptop Computer Handbook or Brookings School District’s Computer Use Policy will result in disciplinary action as outlined in the disciplinary procedures. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access as necessary.

C. Email: Students should check their K-12 e-mail regularly. Students should maintain high integrity with regard to email content.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam. No private chatting during class. Student e-mail is subject to inspection by the school officials at any time.

D. 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 Brookings School’s disciplinary procedures. 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 disciplinary procedures. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

E. Parental Responsibilities: Parents will be responsible for monitoring student’s use of the laptop at home. School firewalls will apply to at home use. Parents will be responsible for reviewing the Acceptable Use Policy with their student(s). Parents are asked to monitor their student’s activities on the Internet on a regular basis.

F. Privacy and Safety: Do not access, use, or change computer files that do not belong to you. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people. Remember that storage is not guaranteed to be private or confidential; the district may access anything on your computer at any time. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

G. Student Responsibilities:

- Students are responsible at all times for their laptop, whether at home or school.
- Students may only log in under their assigned username. Students may not share their password with other students.
- All laptop components are to be carried in approved laptop cases at all times.
- Students may not loan laptop components to another student for any reason.
- Students may not play games, load or download music, pictures, etc. on the laptops during school hours without permission of Brookings Mickelson Middle School staff.
- Students are responsible for charging and maintaining battery units daily.
- Laptops come with a standardized image already loaded. These images may not be altered or changed in any way. There may be a Re-Image Fee to Correct These Problems
- All students have access to a Google Drive on which to store data. It is the responsibility of the student to see to it that critical files are backed up regularly.
- All use of the Internet must comply with district guidelines. Log files are maintained on each laptop with a detailed history of all sites accessed. These files will be reviewed periodically.
- Do not leave the power cord plugged into the laptop while in the laptop bag. This will cause damage to the laptop.
- If a laptop needs to be reimaged, students are responsible for having a backup prior to reimage.

III. File Management

Saving Data to Removable Storage Devices

Students should backup all of their work at least once each week using removable file storage to be provided by the student. 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.
IV. Laptop Protection and Storage

A. Password Protection: Students will be given a password to the network and the email system. Students are expected to keep this password and all passwords confidential.

B. Storing your Laptop: When students are not using or monitoring laptops, they should be stored and locked in a secure location. Nothing should be placed on top of the laptop when stored in the locker. Students are encouraged to take their laptop home every day after school regardless of whether or not they are needed. Laptops should not be stored in a vehicle. Temperature in the vehicle (whether too hot or too cold) could cause damage.

C. Laptop Identification: Student laptops will be labeled in the manner specified by the school. All Brookings School District and laptop identification must remain on the computer.

D. Laptops left in Unsupervised Areas: Under no circumstances should laptops be left unsupervised. Disciplinary action may be taken for laptops left unsupervised.

V. Laptop Distribution

Laptops will be distributed each fall before school begins and as necessary to students who arrive at MMS at times other than the start of the year. Parents & students must sign and return the Laptop Computer Protection plan and will be asked to sign the Student Pledge documents before the laptop can be issued to the student. The Laptop Computer Protection plan outlines the option for families to protect the laptop investment for the school district. Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at Mickelson Middle School.

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 Technology Help Desk located in library.

All students will be trained and need to show competency in order to receive a laptop.

VI. Laptop Computer Repair or Replacement

A. Claims: All claims of theft, loss, or damage must be reported to the Technology Help Desk located in the Media Center. If applicable, students or parents/guardians must file a police or fire report and bring a copy of the report to the principal’s office before a laptop can be repaired or replaced with School District Protection. Fraudulent reporting of theft, loss, or accidental damage by fire or flood will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action. The District will work with the Brookings Police Department to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

B. School District Protection: Brookings School District Protection is available for students and parents to cover laptop replacement in the event of theft, loss, or accidental damage by fire or flood. The protection cost is $30.00 annually for each laptop with a maximum cost of $60.00 per family and includes a $200.00 additional charge for each theft or loss claim.
VII. Software

A. Additional Software: It is the responsibility of individual students to ensure that no additional software or files are installed on their laptops without Brookings School District permission. Any software installed, but not approved by the district will require a system re-image and may be subject to disciplinary consequences. The Help desk personnel may need to charge a Re-Image Fee to Correct These Problems.

B. Originally Installed Software: The software originally installed must remain on the laptop and it must be easily accessible at all times. The laptop is supplied with Lenovo ThinkPad 11e Windows 10 operating system and, depending on students’ courses, may have additional software.

C. Virus Protection: The laptop has virus protection software. This software will scan the hard drive for known viruses on boot up. The virus software will be periodically upgraded from the network. From time to time the school may add software applications for use in a particular course. Periodic checks of laptops will be made to ensure that only appropriate software is installed on students’ computers.

VIII. Laptop Technical Support

Students experiencing technical difficulties should take their laptops to the Help Desk in the Media Center. Students should make an effort to address these issues before or after school whenever possible.

IX. Laptop Specifications

<table>
<thead>
<tr>
<th>Lenovo ThinkPad 11e Gen 5 (11”) Laptop</th>
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<tr>
<td><strong>Mechanical Design</strong></td>
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<tr>
<td>Operating System</td>
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<tr>
<td>Processor</td>
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<tr>
<td>Memory</td>
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<td>Storage</td>
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<td>Optical Drive</td>
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<td>Display</td>
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<td>Graphics</td>
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<tr>
<td>Networking</td>
</tr>
<tr>
<td>Battery</td>
</tr>
<tr>
<td>Dimensions (WxDxH)</td>
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<tr>
<td>Weight</td>
</tr>
</tbody>
</table>
X. Laptop Care

A. General Precautions

1. No food or drink is allowed in close proximity to your laptop while it is in use.
2. Cords, cables, and removable storage devices must be inserted carefully into the laptop and should be removed before laptops are placed in carrying cases.
3. Students should never carry their laptops while the screen is open.
4. Laptops should be put in sleep mode before moving them in order to conserve battery life. (Student reports indicate battery life is greatly improved when students shut down the laptop computer (rather than "sleep" between uses).
5. Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Brookings School District. Students may personalize sleeves in order to improve recognition of their own computer. All Brookings School District and original laptop identification labels must remain on the computer.
6. Laptops must never be left in a car or any unsupervised area.
7. Students are responsible for keeping their laptop’s battery charged for school each day.

B. Carrying Laptops: The laptops must be carried in the school provided sleeve. The guidelines below should be followed:

1. The provided sleeves are for storage of the computer and charging cords, NOT for storage of additional school or personal items.
2. Students must transport their laptops in the school provided protective sleeve.
3. It is recommended laptops be placed in sleep mode before placing it in the sleeve.
4. Cords, cables, and large, removable storage devices should be removed before laptops are placed in the sleeve.

C. Screen Care

1. The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
2. Do not lean on the top of the laptop when it is closed.
3. Do not place anything near the laptop that could put pressure on the screen.
4. Always return the screen towards the keyboard when transporting.
5. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
6. You may clean your laptop’s screen with a soft lint-free cloth. Mickelson Middle School suggests that you pick up a couple of microfiber cloths to store at school. Do not use a paper towel or other paper-based towels to clean your screen, as they can leave scratches on the screen.
XI. Laptop Use at School

A. Charging the Laptop Battery: Laptops must be brought to school each day in a fully charged condition. Students are to charge laptops each evening. Repeat violations of this policy will result in disciplinary action. In cases where use of the laptop has caused batteries to become uncharged, students may be able to connect their computers to a power outlet in class with teacher permission.

B. Deleting Files: Do not delete any files that you did not create. Deletion of certain files can affect your laptops performance. Help desk personnel may need to charge a Re-Image Fee to Correct These Problems.

C. Music and Games: Music and games are not allowed on the laptop during school hours without permission from the teacher. All software must be district provided. No streamed music allowed at any time. Help desk personnel may need to charge a Re-Image Fee to Correct These Problems.

D. Printing: All printing during the school day at MMS must be with teacher permission. With permission, students may use the printer in the Media Center or in team areas. Limits may be established to the number of pages students will be allowed to print during the course of the school year. Printing large documents are only allowed with staff permission and should be avoided, if possible.

E. Screensavers and Backgrounds: No changes to screensavers and backgrounds will be allowed on school computers.

F. Sound: Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

G. Laptops left at Home: Laptops are intended for use at school each day. If a student leaves his or her laptop at home, parents must be contacted to bring it to school. Repeat violations of this policy will result in disciplinary action. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules will be accessed using the laptop computer. It is the student's responsibility to check emails and keep informed regarding school issues. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher.

F. Laptops Undergoing Repair: Loaned laptops may be issued to students when they leave their laptops for repair at the Tech Help Desk located in the Library.
XII. Frequently Asked Questions (FAQ)

1. Can I use the Lenovo ThinkPad Laptop Computer and software throughout my career at MMS?

Yes. While the rapid pace of computer technology guarantees that more advanced units may be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at Mickelson Middle School. The available software will be usable in all course work.

2. What if I already have another model or brand of laptop computer?

You will be required to use the school district issued laptop for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Brookings School District is also limited to provide maintenance service or assistance for only the Lenovo ThinkPad laptop. For these reasons, other laptop computers will not be used on the Brookings School District network at school.

3. Can I keep my laptop computer over the summer?

No. All laptops will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their laptops prior to school starting each fall to ensure that every computer receives necessary updates and all students declare information about the computer, including its warranty, insurance coverage, software usage and Brookings School’s policy regarding the ethical use of computers.

4. Where do I find a Lenovo ThinkPad Laptop authorized service technician?

If you have a question or a service need, take your laptop to the Help Desk located in the library.

5. What about insurance against theft or breakage through carelessness?

Your laptop computer is portable and valuable, making it an attractive target for thieves. Therefore, the Brookings School District laptop protection is recommended. The protection covers the laptop for a $30.00 payment. You will be responsible for paying an additional charge of $200.00 for each theft or loss claim. The best insurance is to take care of your laptop. Do not leave your laptop in the building, classroom, commons, or car unattended. Always know where your laptop is located!

6. Does MMS provide maintenance on my Lenovo ThinkPad laptop computer?

Yes. The Brookings School District Technology staff will coordinate maintenance for students.

7. What will I do without a computer in my classes if my laptop unit is being repaired or while I am replacing it if it is lost or stolen?

Mickelson Middle School stocks a limited number of laptop computers that can be loaned out on a first come, first served basis. You will be able to apply for a loaner unit at the Help Desk located in the library, the same area where you will go for service on your laptop computer. If you are in possession of a loaned device, treat it as if it were your own computer—or better! You will be responsible for any damage to the unit or for its loss.
8. If I purchase software in addition to the available software provided through Mickelson Middle School, will the Technical Help Desk staff load it for me?

No. Any exception to this will be allowed only if the software is found to be needed for a specific class. Teachers must communicate this need directly with technology staff.

9. Do I need a printer?

You need not own one since printers will be made available at the school as needed. Home printers will print from the school computer if they are "plug and play" or if they don't require any software to be installed. School printers are located in the library and team areas.

10. Can I connect to the Internet at home?

You may connect to the Internet using a wireless connection. You must set the laptop to connect to your wireless connection.

11. Will there be facilities to back-up the files I create on my laptop?

Yes. Google Docs or other web-based storage is recommended. Students may purchase and use USB storage units for this purpose as well. Mickelson Middle School does not manage stored data onsite.

12. What if I want to add options to my laptop later?

Only the Brookings School District is authorized to add options and upgrades to your laptop computer.

13. What if I want to run another operating system on my laptop?

Only the operating system chosen by the Brookings School District will be authorized to run on a student-issued laptop computer.

14. Will I be given a new battery if mine goes bad?

The laptop battery will be replaced by the manufacturer for confirmed defects. If an issue should arise, work with MMS technology personnel to find a solution.

15. What has the school done to help prevent students from going to inappropriate sites?

We have a software product, which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. Students who attempt to find inappropriate sites will be turned over to MMS administrators. This filtering software will be in effect both at MMS and when the computer is used after hours.

16. Are student laptops subject to inspection? What if a laptop is in for repairs and “objectionable data” is detected?

Yes. Inappropriate material on laptops should be reported to the classroom teacher, assistant principal, integrationist, or Help Desk immediately upon identification. Students who have “objectionable data” on their laptop, but have failed or chosen not to report it, will be referred to school administrators.
17. If the accessories to my laptop are lost or stolen, how much will it cost to replace them?

In the event that a laptop accessory is lost or stolen, it must be reported to the Help Desk. Students will be responsible for the cost of replacement of lost or stolen accessories. (See Repairing or Replacing Your Laptop Computer.)

18. What is unacceptable behavior?

Unacceptable conduct includes, but is not limited to the following:

A. Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as (but not limited to) hacking and host file sharing software.

B. Using the network for financial or commercial gain, advertising, or political lobbying.

C. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as (but not limited to) pornographic sites.

D. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.

E. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.

F. Intentionally wasting finite resources, i.e., on-line time, real-time music.

G. Gaining unauthorized access anywhere on the network.

H. Revealing the home address or phone number of one’s self or another person.

I. Invading the privacy of other individuals.

J. Using another user’s account, password, or allowing another user to access your account or password.

K. Coaching, helping, observing, or joining any unauthorized activity on the network.

L. Forwarding/distributing E-mail messages without permission from the author.

M. Posting anonymous messages or unlawful information on the system.

N. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terrorist, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.

O. Falsifying permission, authorization or identification documents.

P. Obtain copies of, or modify files, data or passwords belonging to other users on the network.

Q. Knowingly placing a computer virus on a computer or network.
19. **What are some general guidelines?**

A. Students will have access to all available forms of electronic media and communication, which are in support of education and research and in support of the educational goals and objectives of the Brookings School District.

B. Students are responsible for their ethical and educational use of the computers on-line services at the Brookings School District.

C. All policies and restrictions of computer on-line services must be followed.

D. Transmission of any material, which is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

E. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Mickelson Middle School student disciplinary procedures.

20. **What is Network Etiquette?**

A. Be polite: messages typed in ALL CAPITAL LETTERS are the computer-equivalent of shouting and are considered rude.

B. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.

C. Pretending to be someone else when sending and/or receiving messages is against the law.

D. Transmitting obscene messages or pictures is prohibited.

E. Revealing personal addresses or phone numbers of the user or others is prohibited.

F. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

21. **Can I use any backpack to carry my laptop?**

No, backpacks are not allowed between classes at MMS. Provided computer sleeves must be secured around school computers during transport between class and after hours.
APPENDIX
Brookings Mickelson Middle School...Computer Protection Plan
Application Form   2020-21 School Year

This plan protects against damage and loss of loaned computer equipment off school property. Please read this entire document to determine if this plan is right for your child. This form must be completed and signed before the computer will be provided to the student.

**COVERAGE AND BENEFIT:** This agreement covers the computer loaned to the student against all accidental damage. Coverage is 24 hours per day. Intentional damage or misuse is not covered.

**THEFT AND/OR LOSS:** It is the student’s responsibility to control his/her laptop at all times. Failure to return the laptop to the school district before departing will result in prosecution for the replacement value of the computer.

**EFFECTIVE AND EXPIRATION DATES:** This coverage begins when the application form and associated premium are received by office staff. It is effective through the date on which the computer equipment is returned to Brookings High School.

**PREMIUM:** Payment of this premium allows the student take the computer off school grounds. This is not a refundable fee, but a premium, which costs $25 per school year per computer. (Maximum cost of $50 per family.) Partial semesters are not refundable. A separate application and fee are necessary for each computer covered.

* If this cost is a hardship for your specific financial situation, please speak with a Middle School administrator or a school counselor.

This form must be completed and returned to the school before a computer will be checked out.

**PLEASE WRITE LEGIBLY.**

DATE: ___________________________  GRADE: 6 7 8

STUDENT NAME: ____________________________________________

ADDRESS: ____________________________________________

PARENT/GUARDIAN PHONE: (H)___________________ (C)_________________ (W)_________________

______ YES, I wish to participate in the computer protection plan.

($25 payment per student is required.)

______ NO. I do not wish to participate in the computer protection plan. My child will leave the laptop at the school each night and pick it up each morning.

(Students leaving computers at school will use the same computer each day.)

I understand that damage caused by misuse or abuse is not covered under this plan.

Parent/Guardian Signature: ___________________________ DATE: ______________

Family Plan Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade</th>
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Office Use Only:

<table>
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<tr>
<th>$25 Received</th>
<th>Cash</th>
<th>Check #</th>
<th>Staff Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50 Received</td>
<td>Cash</td>
<td>Check #</td>
<td>Staff Initials</td>
</tr>
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13
**Brookings Mickelson Middle School**

**Student Pledge for the 2020-21 School Year**

<table>
<thead>
<tr>
<th>Please read and initial each line, then print, sign, and date below. This form MUST be completed and handed to your Laptop Training instructor before you may be issued a school computer.</th>
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</thead>
<tbody>
<tr>
<td>_____ I will take good care of this computer and know that I will be issued the same laptop each year.</td>
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<tr>
<td>_____ I will not leave my computer unattended in a public or unsafe area.</td>
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<tr>
<td>_____ I will know where my computer is at all times.</td>
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<tr>
<td>_____ I will never loan my computer to other individuals.</td>
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<tr>
<td>_____ I know my computer is a “basic school supply” and will be brought to class every period.</td>
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<tr>
<td>_____ I will charge my computer’s battery each night in order to be prepared for class.</td>
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<tr>
<td>_____ I know I may also charge during class when I have my teacher's permission, or in common areas where appropriate.</td>
</tr>
<tr>
<td>_____ I will not disassemble any parts of my computer or attempt any repairs.</td>
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<td>_____ I will protect my computer by carrying it in the provided sleeve at all times outside class.</td>
</tr>
<tr>
<td>_____ I will use my computer in ways that are appropriate and educational.</td>
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<tr>
<td>_____ I will not place decorations (such as stickers, markers, etc.) on the school’s computer. (I may decorate and individualize (not damage/destroy) the provided sleeve in order to recognize it!)</td>
</tr>
<tr>
<td>_____ I understand that this computer is school property and may be subject to inspection.</td>
</tr>
<tr>
<td>_____ I will follow the policies outlined in the 1-to-1 Handbook and the district technology policy (IIBG-R) while at school, as well as outside the school day.</td>
</tr>
<tr>
<td>_____ I will file a police report in case of theft, vandalism, or other similar acts.</td>
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<tr>
<td>_____ I will be responsible for all damage or loss caused by neglect or abuse.</td>
</tr>
<tr>
<td>_____ I agree to pay for the replacement of power cords-$60.00 or sleeve-$25.00 in the event any of these items are lost, stolen, or damaged beyond repair.</td>
</tr>
<tr>
<td>_____ I agree to return the school computer with the power cord in good working condition.</td>
</tr>
<tr>
<td>_____ I understand the Protection Plan and the $200 deductible agreement. I understand that in most instances, this deductible must be paid prior to repairs and/or recovery of computer.</td>
</tr>
<tr>
<td>_____ I understand that if my laptop is not returned to the school upon departure from an academic year I will be billed $850.00.</td>
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<tr>
<td>_____ I have viewed the appropriate laptop use video.</td>
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<table>
<thead>
<tr>
<th>STUDENT NAME (PRINT)</th>
<th>________________________________</th>
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<tbody>
<tr>
<td>STUDENT SIGNATURE</td>
<td>________________________________</td>
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<tr>
<td>DATE</td>
<td>________________________________</td>
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