

## **2016-2017 Highland Community Schools Computer Loan Agreement**

One Chromebook, power adapter/extension, and bag are being lent to the Student/Borrower and are in good working order. It is the Student/Borrower's responsibility to care for the equipment and insure that it is retained in a safe environment.

This equipment is, and at all time remains, the property of Highland Community Schools, and is herewith lent to the Student/Borrower for educational purposes only for the academic school year. Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student/Borrower losing his/her privilege to use this computer.

The equipment will be returned to the school when requested by Highland Community Schools, or sooner, if the Student/Borrower withdraws from Highland Community Schools prior to the end of the school year.

The Highland School District Property may be used by the Student/Borrower only for non-commercial purposes, in accordance with the District's policies and rules, the Highland High School's Student Handbook, Laptop Computer Use Agreement, the Standards for Proper Computer Care as well as local, state, and federal statutes. The Student/Borrower may not install or use any software other than software owned or approved by the District and made available to the Student/Borrower in accordance with this Receipt and Agreement. One user account with specific privileges and capabilities has been set up on the laptop for the exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account. The Student/Borrower agrees to make no attempts to add, delete, access, or modify other user/system accounts/settings on the laptop and on any school-owned computer. Students should never clear their browsing history. Doing so may result in loss of privileges.

The Highland Community Schools' network is provided for the academic use of all students and staff. The Student/Borrower agrees to take no action that would interfere with the efficient and academic use of the network. Identification and inventory labels/tags have been placed on the laptop. These labels/tags are not to be removed or modified. If they become damaged or missing, contact the Highland High School principal for replacements. Additional stickers, labels, tags, or markings are not to be added to the laptop or bag unless approved by the Highland High School principal.

An email account may be available for each Student/Borrower to use for appropriate communication. These email accounts are the property of Highland Community Schools and may be monitored at any time. It is the Student's/Borrower's responsibility to regularly back up his/her files to external media such as flash drives, the cloud, dropbox or external hard drives.

The District is not responsible for any computer or electronic virus that may be transferred to or from Student/Borrower's flash drives or other data storage medium and Student/Borrower

agrees to use his/her best efforts to assure that District Property is not damaged or rendered inoperable by any such electronic virus while in Student/Borrower's possession.

### **Parent Responsibilities**

Your son/daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my son's/daughter's use of the school-issued laptop at home. (As a parent, you do have the right to limit your son or daughter's use of the computer to academic pursuits only while under your supervision.)
- I will discuss our family's values and expectations regarding the use of the Internet, email and social media at home and will supervise my son's/daughter's use of the Internet, email and social media. (Remember, use of the computer is for academic purposes only!)
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the Chromebook.
- I will not load on or delete software from the Chromebook.
- I will make sure that my son/daughter recharges the Chromebook battery nightly.
- I will make sure my son/daughter brings the Chromebook to school every day.
- I understand that if my son/daughter comes to school without his/her computer, that he/she may not be able to participate in classroom activities, and his/her grade could be affected.
- I agree to make sure that the Chromebook is returned to the school when requested and upon my son's/ daughter's withdrawal from Highland Community Schools.

### **Student Responsibilities**

Your Chromebook is an important learning tool and is for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities.

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of the Highland Community Schools, and abide by all local, state, and federal laws.
- I will not use my Chromebook to post or create anything considered to be bullying or harassment.
- I will notify a school staff member immediately if I accidentally access inappropriate material on my Chromebook. If the inappropriate material is accessed at home I will email a school staff member or bring it to a staff member's attention as soon as school is in session again.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, leaving it in a car in extreme weather conditions, or using it with food or drink nearby.
- I will not load any software onto the Chromebook.
- I will not remove programs or files from the Chromebook.
  - I will not clear my browser history
  - I will not use the school's bandwidth by running videos, music, or programs without an immediate academic purpose

- I will honor my family's values when using the Chromebook.
- I will not give personal information when using the Chromebook without prior approval of a staff member or parent/guardian. (Personal information includes your full name, address, phone number, any financial account information, Social Security number, school name, address, phone number, or anything else that can be used to identify you, including photos.)
- I will bring the Chromebook to school every day.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students or adults, except my parents and/or legal guardians.
- I will recharge the Chromebook battery each night.
- I will return the Chromebook when requested and upon my withdrawal from Highland Community Schools.
- I will place the Chromebook in its protective bag when not in use and while it is being carried from class to class.
- I will place my laptop in a secure location when not in use (locked up when possible).

The undersigned acknowledge the failure to timely return the Chromebook, Power Adapter/Extension, and bag when scheduled or requested shall result in liability by both parent and child for the value of the Chromebook. The parties acknowledge the value of the Chromebook is approximately \$300.00. Parents are signing this agreement as guarantors for their child/children.

Iowa Code 281-IAC 18.4 indicates "...Districts may charge a fine for overdue, lost or damaged school property..." Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrower's agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Highland Community Schools.

**Responsibility for Damage:** The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

First incident – up to \$100

Second incident – up to \$200

Third incident – up to full cost of repair or replacement

Charger replacement - \$20

Case/bag replacement - \$25

Highland CSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to:

Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. Lending equipment to others other than one's parents/guardians. Using equipment in an unsafe environment. Using the equipment in an unsafe manner.

**Responsibility for Loss or Theft:**

In the event the Chromebook is lost, the Student and Parent will be billed the full cost of replacement.

In the event the Chromebook is stolen, a police report must be filed and the Student and Parent will be responsible for the \$300 replacement cost.

In either scenario, if the computer is recovered undamaged within a reasonable time frame, the payment may be refunded.

Actions Required in the Event of Damage or Loss: Report the problem immediately to the Technology Staff or School Principal. If the Chromebook is stolen or vandalized while not at Highland Schools or a school-sponsored event, the Parent shall also file a police report.

Technical Support and Repair: Highland does not guarantee the Computer will always be operable, but will make technical support, maintenance and repair available during normal school hours.

**STANDARDS FOR PROPER COMPUTER CARE**

Student Laptop Program Acknowledgement Form: The Student is expected to follow all the specific guidelines listed in the Computer Use Agreement herein, and take any additional common sense precautions to protect their assigned Computer. These same rules apply to loaner computer/Chromebook and stationary computers used on the school premises. Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.

**The Student's Responsibilities**

Treat the equipment with as much care as if it were your own property.

Bring the Computer and charging unit to Highland High School every school day. (If the Student forgets his/her equipment, substitutes will NOT be provided, except for unusual circumstances at the discretion of the teacher or administrator).

Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer stored in a secure place (i.e., locked in a locked locker or other suitable place) when the Student cannot directly monitor it. For example, during athletic events,

games, practices and trips, store the Computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. It is “best practice” to leave the Computer in the Student’s issued locked locker. Laptops left in bags and backpacks, or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be the Student’s full financial responsibility.

Avoid use in situations that are conducive to loss or damage. For example, never leave the Computer in school vans, in the gym, in a locker room, on playing fields, in the care of another student/teacher, or in other areas where it could be damaged or stolen. Avoid storing the Computer in a car for long periods of time. \*Avoid leaving the Computer in environments with excessively hot or cold temperatures. If the Computer must be stored in a car for a short period of time, it must be kept out of plain view to avoid theft.

The Student will keep the laptop lid fully closed whenever it is moved from one point to another. When passing from class to class the Student must place the Computer in the given computer sleeve.

The Computer is to be used only by the assigned Student. The Student’s parents or guardians also are granted access to use the Computer to monitor the student’s use. Loss or damage that occurs when anyone else is using the Computer will be the Student’s full responsibility.

Adhere to Highland High CSD’s Computer Use Agreement at all times and in all locations. When in doubt about acceptable use, ask the Technology Staff or your Building Principal.

Regularly back up all necessary data stored on the Computer. Never consider any electronic information safe when stored on only one device.

Read and follow general maintenance alerts from school technology personnel.

The Student understands their issued Computer is subject to random checks and he/she will be responsible to maintain a laptop that hosts data and materials deemed appropriate by school administration.

### **How to Handle Problems**

Promptly report any problems to the Building Principal immediately.

Don’t force anything (e.g., connections, popped-off keys). Seek help instead.

When in doubt, ask for help.

## **General Care**

Do not attempt to remove or change the physical structure of the Computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100% percent of the repair or replacement cost.

Do not remove or interfere with the serial number or any identification placed on the computer.

Do not do anything to the Computer/bag that will permanently alter it in any way. (The Student can apply identifiers to the Computer/bags as long as they are completely removable and do not damage or leave any markings).

Keep the equipment clean. For example, avoid fingering the screen and NEVER eat or drink while using the Computer. \*Note: The warranty does not cover damage to the Computer due to exposure to bodily fluids, blood borne pathogens or nicotine smoke.

## **Carrying the Computer**

Always completely close the lid and wait for the Computer to enter Sleep mode before moving it, even for short distances. Movement while the Computer is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient.

Always store the Computer in the laptop bag provided. \*Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the Computer other than the Computer itself and the Computer parts as this may damage the screen.

Do not grab and squeeze the Computer, as this can damage the screen and other components.

## **Screen Care**

The Computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can be expensive to replace. Screens are particularly sensitive to damage from excessive pressure.

Do not touch the Computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Computer screen cleaners.

Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens. See Technology Staff or Building Principal for assistance in cleaning your computer properly. The school supplies cleaning materials and special cleaning cloths.

Never leave any object on the keyboard, i.e. pens, pencils, and papers with staples left on the keyboard are guaranteed to crack or severely scratch the screen when the lid is closed.

**Battery Life and Charging**

Arrive to school each day with a fully charged battery. Establish a routine at home whereby the Student takes responsibility to charge the Computer overnight.

Avoid using the charger in any situation where the Student or another is likely to trip over the cord. Do not let the battery completely drain. Immediately shut down if the Student is unable to connect to a charger.

Close the lid of the Computer when it is not in use, in order to save battery life and protect the screen.

**Personal Health and Safety**

Avoid extended use of the Computer resting directly on the lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury.

Use a barrier—such as a book or devices made specifically for this purpose—when working with the laptop on the lap. Also, avoid lap-based computing while connected to the power adapter, as this will significantly increase heat production.

Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad).

Take frequent breaks from using the Computer as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. It is recommended to take a break every 20 minutes for 20 seconds to look at an object at least 20 feet away. If possible, set up a workstation at home that allows the Student to situate the screen at eye level and the keyboard at lap level.

## Highland High School Computer Loan Agreement 2017-18 Signature Form

By signing this agreement the parent and student acknowledge they have read and understand the expectations of the loan agreement and will make every effort to abide by those expectations.

Student/Borrower: \_\_\_\_\_

Grade (Fall 2017): \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent Name: \_\_\_\_\_

Parent  
Signature: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Print Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_