



Lawrenceburg Community Schools Technology Laptop USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of a laptop, between The Lawrenceburg Community School Corporation (“LCSC”), the student receiving a laptop (“Student”), and his/her parent(s) or legal guardian (“Guardian”). The Student and Guardian(s), in consideration of being provided with a laptop, software, and related materials for use while a student at LCSC, hereby agree as follows:

1. Equipment:

- a. **Ownership:** LCSC retains sole right of possession of the laptop and grants permission to the Student to use the laptop according to the guidelines set forth in this document. Moreover, LCSC administrative staff retains the right to collect and/or inspect the laptop at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.
- b. **Equipment Provided:** Efforts are made to keep all laptop configurations the same within each school. All systems include ample storage space, educational applications, and wireless network capability. LCSC will retain records of the serial numbers of provided equipment.
- c. **Substitution of Equipment:** In the event the laptop is inoperable, LCSC has a limited number of spares for use while the laptop is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a laptop or to avoid using the laptop due to loss or damage.
- d. **Responsibility for Electronic Data:** It is the sole responsibility of the Student to backup indispensable data as necessary. LCSC does not accept responsibility for any such files or software.
- e. **Responsibility for Installed Software:** The Student may not install or uninstall any applications to the laptop without prior approval from the Technology Staff. Operating System and Application updates will be run from a central location.

2. Damage or Loss of Equipment:

- a. **Warranty for Equipment Malfunction:** LCSC will cover any malfunctions covered under the manufacturer's original warranty covering both parts and labor. The warranty only covers damage to the laptop caused by manufacturer's defects. Families incur no additional charges for repairs covered.
- b. **Responsibility for Damage:** The Student is responsible for maintaining a 100% working laptop at all times. The Student shall use reasonable care to ensure that the laptop is not damaged. Refer to the Standards for Proper Care document for a description of expected care.
- c. LCSC reserves the right to charge the Student and Guardian the full cost for repair or replacement when damage occurs due to gross negligence, or other repairs not covered by the original manufacturer's warranty. 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. (See the Standards for Proper Care document for definitions of “attended,” “unattended,” and “locked.”)
 - Lending equipment to others.
 - Using equipment in an unsafe environment.
 - Using the equipment in an unsafe manner. (See the Standards for Proper Care document for guidelines of proper use.)
- d. Responsibility for Loss: In the event the laptop is lost or stolen, the Student and Guardian will be billed the full cost of replacement.
- e. Actions Required in the Event of Damage or Loss: Report the problem immediately to the Principal. If the laptop is stolen or vandalized while not at LCSC or at an LCSC sponsored event, the Guardian shall also file a police report.
- f. Technical Support and Repair: LCSC will provide technical support, maintenance and repair during school hours. Any attempt to repair outside of LCSC may result in the Student and Guardian being charged the full replacement cost. A regular summer maintenance plan is scheduled and all devices will be collected at the end of school. Every attempt will be made to re-issue the same serial # device at the start of the next school cycle for the life-cycle of the laptop.

3. Legal and Ethical Use Policies:

- a. Monitoring: LCSC will monitor laptop use using a variety of methods – including electronic remote access – to assure compliance with LCSC’s Legal and Ethical Use Policies.
- b. Legal and Ethical Use: All aspects of LCSC’s Acceptable Use Policy remain in effect. LCSC will provide content filtering within the LCSC network and outside of the network. However, LCSC does not have full control of the information on the Internet or incoming email from a non- LCSC email provider.
- c. File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Technology Department.
- d. Allowable Customizations: The Student is permitted to alter or add files to customize the assigned laptop to their own working styles (i.e., wallpaper, default fonts, and other system enhancements). However, LCSC reserves the right to insure all customizations follow the Acceptable Use Guidelines and may periodically conduct maintenance that may configure the laptop back to the originally installed state.

Lawrenceburg Community Schools strongly recommends the insurance for your portable device. The insurance can be obtained from <https://my.worthavegroup.com/lburgin> or from your local agent as a personal property item.

LCSC STANDARDS FOR PROPER LAPTOP CARE

This document is an important addendum to the Student laptop Program Acknowledgement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned laptop.

Loss or damage resulting in failure to abide by the details below may result in full financial responsibility. Following the manufacturer's advice and the standards below will lead to a laptop that will run smoothly and serve as a reliable, useful and enjoyable tool.

Your Responsibilities

- Treat this equipment with care to maintain the same condition/working state as the day it was assigned to you- you may have the opportunity to purchase it for the remaining cost value at the end of the rotation cycle.
- Bring the laptop and charging unit every school day.
- Keep the laptop either locked (i.e., locked in your school locker, home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the laptop stored in a secure place (i.e., locked in your school locker) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the laptop in your school locker and arrange to return to school to retrieve it after the activity. 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 your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave the laptop in school buses, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the laptop in a car other than in a locked trunk.
- Do not let anyone use the laptop other than your Guardians or guardians. Loss or damage that occurs when anyone else is using your assigned laptop will be your full responsibility.
- Adhere to LCSC's School's Acceptable Use Policy/Laptop Use Agreement at all times and in all locations. When in doubt about acceptable use, ask a principal.
- Back up your data. Never consider any electronic information safe when stored on only one device. Use your school-provided accounts on a regular basis.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to the teacher or principal.
- If possible submit a Help Ticket, if not possible have a teacher or student submit a ticket for you (make sure they include your name).
- Don't force anything (e.g., connections, charging cables, etc.). Seek help instead.
- When in doubt, ask for help.
- Do not go outside of LCSC for repairs.

General Care

- Do not attempt to remove or change the physical structure of the laptop. Doing so will void the warranty and families will be responsible for 100% of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the laptop.
- Do not do anything to the laptop that will permanently alter it in any way.
- Keep the equipment clean. For example, avoid eating or drinking while using the laptop.

Carrying the laptop

- When moving with the laptop, be sure to hold it securely with both hands.
- Always store the laptop in a school approved bag.
- Do not grab and squeeze the screen of the laptop, as this can damage the screen as well as other components.

Screen Care

- The laptop screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Do not clean the laptop or case with anything other than approved laptop cleaners. Never use anything abrasive. The protective film must remain in place for the entire rotation cycle during school use.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Never leave any object on the device.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your laptop charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Don't let the battery completely drain. Charge when the battery reaches 10% capacity. Immediately shutdown if you are unable to connect to the charger.

Personal Health and Safety

- Avoid extended use of the laptop resting directly on your 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 on your 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). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.

Student laptop Program Acknowledgement Form

Review and initial each statement below. The following items reiterate some of the most important points covered in the laptop Use Agreement and the Standards for Proper Care addendum.

	Student Initial	Guardian Initial
I understand that I am responsible for backing up my own files and the school has provided the student with a GAFE (Google Apps for Education) account.		
I will not leave my laptop unattended unless it is locked in a secure place/classroom. My family is fully responsible for the cost of replacement should my laptop become lost or stolen. A police report must be filed for theft.		
I understand that my family is financially responsible for the full cost if damage occurs due to my "gross negligence." I will not attempt to repair the laptop outside of approved LCSC channels.		
I will not install or use file-sharing programs to download music, video or other media. Personal non-school accounts should not be used for the duration of the school cycle.		
I will not duplicate or distribute copyrighted materials other than a back-up copy of those items I legally own.		
I will keep the laptop secure whenever it is moved from one point to another.		
I will read and follow general maintenance alerts from school technology personnel.		
I will report any problems with my laptop to a teacher, administrator, or member of the tech support staff in a timely manner.		
I understand 3rd party insurance was offered, and watched the video presentation on devices.		

I have read the Laptop Computer Use Agreement and the Standards for Proper Care addendum and agree with their stated conditions. **This form must be signed and returned before a device will be issued to the student and allowed to go home.**

Student Name + Grade (printed

clearly) _____

Student Signature + Date _____

Guardian Name (printed clearly)

Guardian/Parent Signature + Date _____