

MCC High School
Student 1-to-1 Computing Agreement ~ 2020-2021



Murray County Central ISD 2169

*2420 28th St
Slayton, MN 56172*

Phone: 507-836-6184

1. Device Specifications

Dell Latitude 5440 Laptop/Lenovo Yoga 11e – This laptop will be issued to students in grades 7-12 for the upcoming school year. They will be inside of a protective case.

2. Receiving Your Device

The devices for all students will be issued in August. **Parents must sign and return the Liability Agreement.** Devices will be collected at the end of each school year for maintenance, cleaning and software installations. Students will be reissued their original device each year while enrolled at Murray County Central High School.

3. Caring for Your Device

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the Tech Office located in Room 239. If the technology director is not in his office, you can describe the issue in an email to him at mcc_tech@mcc.mntm.org to submit a support ticket.

3.1 General Precautions

- Never remove the laptop from its protective case.
- Make sure the device is in Sleep or Hibernate mode before changing classrooms.
- The laptop and case must be free of writing, drawings, stickers, or labels that are not put on there by the school.
- Stickers and labels that were put on by the District Technology Department must not be removed from the device.
- Students are responsible for keeping their device battery charged for school each day. They are also responsible for bringing their chargers with them to school.
- Do not use any chemical cleaner on any part of the device. Clean the screen with a soft, dry cloth or anti-static cloth.

4. Using Your Device at School

The devices are intended for use at school each day. In addition to teacher expectations for the device use, school messages, announcements, calendars and schedules will be accessed using the device. Students must be responsible and bring their device to all classes unless specifically advised not to do so by the teacher of that class. At the beginning of class, students should have their device ready to use; the class will not be expected to wait for the student to be ready. Due to the software that is required for classes at MCC, **students CANNOT bring their personal laptops to use in their classes.** This is an issue of student safety and academic honesty.

4.1 Device left at home

If students leave their device at home, they will use an alternative computer in the classrooms. There are a limited number of these computers available. Repeat violations of this policy will result in disciplinary action.

4.2 Devices Undergoing Repair

Depending on the reason for repair, a loaner device may be issued to a student. There is a limited supply of these loaner devices.

4.3 Charging the Device Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. Repeat violations of this policy will result in disciplinary action. Teachers can use discretion in their classroom to allow students to charge their computers, but there aren't enough outlets for everyone.

4.4 Sound, Music, Games, and Apps

Sound must be muted at all times in school unless permission is obtained from the teacher for instructional purposes. Headphones may also be allowed at the discretion of the teacher.

Internet games are not allowed on the devices. If found this will result in disciplinary action.

All apps (software) must be district provided. Students are not allowed to download and install any apps on the device.

4.5 Printing

Printing will be allowed but very limited. Students should get permission from their teacher before they print.

4.6 Saving Files

Students are responsible for saving their files and backing them up to their Google Drive. MCC is not responsible for any data loss.

5. Software

Software will not be added by students, and the students are not allowed to remove any software that was installed by the technology department. If technical difficulties occur or illegal software is discovered, the device will then be re-imaged. The school does not accept responsibility for the loss of software or data due to a re-image.

6. Protecting & Storing the Device

6.1 Storing the Device

When students are not using their issued device, they should be stored in their locked lockers. Nothing should be placed on top of the device when stored in the locker. Students are encouraged to take their issued device home every day after school, regardless of whether or not they are needed. Devices may be taken with the student on away activities if there is a secure area at that facility. Devices should not be stored in a student's vehicle at school or at home. During lunch, the laptop may be stored in either the students' locker, or the cubbies outside of the office.

6.2 Unattended Devices

Under no circumstances should a device be left unsupervised. Any device left unattended should be taken to the Principal's office. Students who leave a device unattended may be subject to disciplinary action.

The following table outlines consequences of Unsupervised or Misuse Offenses. This rubric is not necessarily progressive.

Offense *	Consequence
1	Verbal warning
2	Detention and letter to parent
3	5 days suspended device use at home and meeting with parent
4	Device use at home suspended for a minimum of 2 weeks, or at the discretion of administration meeting with parents.

7. Repairing/Replacing the Device

Accidental or Intentional

The following is a list of these charges that will be assessed if there is damage done to a laptop.

Laptop Repair Fees	
Broken keys on the keyboard	\$25
Broken mouse buttons	\$25
Broken or cracked screen	\$75 - \$150
Excessive scratches, dings, dents	\$15
Lost or damaged power cord	\$25
Cracks or holes in laptop	\$75
Damage to laptop case/bag	\$35

Any other damage will be assessed and assigned a fee according to the damage.

These fees will be expected to be paid within two weeks of the damage.

There has been a considerable amount of time and money invested into this project and the administration feels these fees are necessary to protect the hardware purchased for this project.

8. Acceptable Use

See the School District Electronic Technology Acceptable Use Policy in the Student Handbook.

Murray County Central School District 1-to-1 Computing Agreement

Device Liability Form and Computing Agreement

Each student in grades 7-12 at MCC High School will be issued a device. The MCC School District recognizes that with the implementation of the device, there is a need to protect the investment by both the District and the Student/Parent. The following outlines cost for damages done to the device.

Please complete this form and return it to the school.

Laptop Repair Fees	
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Broken mouse buttons	\$25
Broken or cracked screen	\$75 - \$150
Excessive scratches, dings, dents	\$15
Lost or damaged power cord	\$25
Cracks or holes in laptop	\$75
Damage to laptop case/bag	\$35

DAMAGE: Students/Parents are responsible for full payment of damages to devices.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

We (Parent/Guardian & Student) have also read the MCC High School 1-to-1 Computing Agreement

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____