

# Taconic Hills School District Laptop Contract

I, \_\_\_\_\_, will:

Grade: \_\_\_\_\_

(Student's full name, printed)

- **Follow the guidelines in the Student Handbook, the District Responsible Use of Information Technology Policy, and any relevant state and/or federal laws.**
- **Use school computers for educational purposes in a safe, legal, ethical, and responsible manner. I will not do anything with school computers that impacts anyone else's happiness, safety, or privacy.**
- **Ensure that the laptop battery is charged at the beginning of each school day and ready for school use.**
- Not attach stickers to, write on, or otherwise deface the laptop (unless directed to do so by a teacher or other District staff person).
- Not uninstall any of the software on the laptop.
- Not change any system software settings unless told or authorized to do so by a teacher or a District IT technician.
- Handle the laptop (and any school computer) with care, keeping it clean, dry, away from food and drink, and shielding it from extreme hot or cold temperatures.
- Use the laptop on a stable platform such as a desk or table and not on a soft surface like a bed, which will block the cooling vents and cause it to overheat.
- Will provide adequate protection such as a protective sleeve, a laptop case, or a padded backpack when it's not in use.
- Notify my teacher, or District IT staff immediately if my laptop is damaged, lost, or stolen.
  - I will not attempt to repair a damaged laptop or have someone other than District staff repair it.
  - If the District determines that there was intentional damage to or loss of a laptop, including damage or loss due to negligence then the student/parents are responsible for the cost of repair or replacement. (current market price is \$600 for the Laptop, as of 7/1/2021).
- Always have the laptop in my personal possession, in the care of a teacher or another responsible adult, or in a secure location (e.g., my locker). I will not leave my laptop unattended.
- Not trade laptops, chargers, or batteries with another student.
- Notify my teacher or District IT staff immediately if the white THCS Asset # sticker on the bottom of the laptop begins to peel off or is damaged or missing.
- Keep my personal information private, i.e., I will not share my birthday, password, student ID, social security number, address, or phone number(s).
- Exercise caution when reading email and visiting web sites in order to minimize the impact of viruses.
- Not use a school computer to circumvent (go around) or violate copyright laws, or to steal software, movies, music, or any other type of protected media.
- Not use tools that prevent the web browser from logging my browsing history.
- Not delete the browsing history, unless told to do so by a teacher or a District IT technician.
- Print only when necessary. I will check the printer settings and use print preview BEFORE I print. I will not repeatedly send the same document to the printer—if a document doesn't print the first time, I will determine why before trying to print it again.
- Return the laptop at the end of the school year, or any other time as requested, for maintenance and software updates.

## I understand:

- That my laptop is intended solely for educational use and that students are not permitted to download applications not otherwise authorized by school personnel;
- That my use of the laptop is governed by all terms and conditions of THCS policies and regulations, including but not limited to the Responsible Use of Information Technology Policy, Student Handbook, and Student Code of Conduct;
- That the laptop is issued to me for my use, but that it is school property. I realize that District staff may inspect the laptop at any time;
- That I may take my laptop home in the evenings for school related use, however, I understand that I must bring my laptop back to school every day;
- What my responsibilities are with respect to the care and maintenance of a District laptop;

- What the terms and conditions of the warranty is regarding the laptop. Specifically, I understand that the District has a Lenovo ePac Depot warranty on all laptops which does NOT cover accidental damage to the laptop. This warranty does NOT cover lost or stolen laptops or lost, stolen, or damaged AC power adapters or batteries.
- I also understand that I must return my laptop at the end of the school year in the condition it was received
- That I am liable for any neglect, replacement of a lost, stolen, or damaged AC power adapter or battery (current market price is \$55 for the power adapter, \$130 for the battery, \$50 for the screen, \$70 for the keyboard, \$25 for replacing hinges and \$600 for complete laptop, as of 7/1/2021.)
- Individual laptops and accessories must be returned to Taconic Hills CSD at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Taconic Hills for any other reason, must return their individual school laptop on the date of termination. In the event laptops are not returned under any of these circumstances, the District reserves the right to pursue appropriate legal action for the return of the laptop.

I agree to abide by all the provisions of the Student Handbook, the District Responsible Use of Information Technology Policy, and this contract. I understand that the use of technology and the Internet at THCS is a privilege, not a right, and that inappropriate use may result in loss of privileges.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

I will encourage my student to abide by all the provisions of the Student Handbook, the District Responsible Use of Information Technology Policy, and this contract. I understand that the use of technology and the Internet at THCS is a privilege, not a right, and that inappropriate use may result in loss of privileges.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **The next section is for parents of Taconic Hills students only:**

I have discussed the additional responsibilities that come with taking a laptop off campus with my student. I give my permission for my student to bring the school-issued laptop home during the school year.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Loaned Equipment - Below is the information to be completed in school at the time of distribution**

**Model Number:   Lenovo     11E       Chromebook**

**Asset Tag Number:** \_\_\_\_\_

**Print student Name:** \_\_\_\_\_

\_\_\_\_\_ Borrower understands that they are responsible for borrowing district owned equipment and shall be fully liable for any damage or loss occurring to the equipment during the period of its use and are responsible for its safe return.

Signature of Student Borrower: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of Technology Staff: \_\_\_\_\_