

# MIDLAND CHRISTIAN SCHOOL

## Student Laptop User Agreement

### EQUIPMENT

Midland Christian School ("MCS") retains sole right of possession of the laptop and related equipment ("the Computer"). The MCS technology team retains the right to collect and/or inspect the Computer at any time, and to update, alter, add, remove, or delete software or hardware. Per MCS policy, all 9<sup>th</sup>-12<sup>th</sup> grade students will be issued and required to use the Computer as part of their educational studies at MCS.

### SUBSTITUTION OF EQUIPEMENT

In the event that the Computer is inoperable, the student should bring it to the MCS IT Department immediately. If the repair is extensive, a "Loaner" may be provided for the duration of the repair. This Laptop User Agreement ("the Agreement") will remain in force for the Loaner. If a student forgets to bring their laptop or power charger to school, a Loaner *will not* be provided.

### CUSTOMIZATION OF EQUIPMENT

Students are permitted to make limited changes to customize the Computer to their own working styles. The student is not permitted to install software on the Computer. To submit a request for program/application approval, send an email to [ethomas@midlandchristianschool.org](mailto:ethomas@midlandchristianschool.org).

### DAMAGE OR LOSS OF EQUIPMENT

Any damage, theft, or loss sustained to the Computer will be the financial responsibility of the student's family. Parents will be billed for the cost of repair, up to a potential replacement cost of approximately \$1200. Most repairs can and will be done in-house according to the actual cost of Apple-certified parts. Should the charger become inoperable (including damage to the cord), the current cost of replacement is \$60.

### STANDARDS FOR PERSONAL COMPUTER CARE

Student Responsibilities:

1. All students are required to use a hard shell case provided by MCS, which will **only** protect the Computer from incidental bumps and scratches. Students may elect, with *prior approval* from I.T. personnel, to purchase covers providing equivalent protection. The student must allow I.T. personnel to remove the school supplied cover.
2. Bring the Computer and charging unit to MCS every school day. Keep the Computer with you, within your sight, or in a secured place at all times. Computers must not be left unattended at any time.
3. The Computer is expected to be in good working order at all times.

4. Do not let anyone use the Computer other than your parents or guardians, MCS I.T. personnel, or MCS Administrators.
5. Do not use the Computer in class or at school at any time other than for educational purposes pertinent to school work, as permitted by MCS personnel, or as permitted by an express MCS policy.
6. Adhere to MCS's Acceptable Use Policy ("AUP") at all times.
7. **Back up your data often.**
8. Report any problems, damage, or theft immediately to a member of the MCS IT Personnel or MCS Administrator.
9. **Arrive at school each day with a fully charged battery.**
10. Any audio or video recording may be conducted only with prior permission of all parties being recorded.
11. Online games may not be played over the MCS network.

#### General Care:

1. Do not do anything to the Computer that will permanently alter it in any way.
2. Do not remove any serial number or identification placed on the Computer.
3. Keep the Computer clean. **No food or beverages should be in close proximity of the Computer at any time.**
4. Do not disassemble or alter any part of the Computer or attempt any repairs.

#### Carrying the Computer:

Students are strongly encouraged to transport the Computer in a sturdy case, other than their backpack, unless the backpack is specifically designed to transport laptops.

Laptop lids should be closed and the laptop secured before any transport. Failure to close the lid of the Computer before transporting could damage internal components and the LCD screen.

#### Screen Care:

Clean the screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD screens only; this service can also be provided in the I.T. Office.

Be careful to handle the screen properly. The following situations often cause damage to the screen and should be avoided at all times:

- Undue pressure on the back of the screen caused by books, papers, pens, etc. Placing the Laptop inside an overloaded backpack is not recommended.
- Closing the lid with a pencil/pen on the keyboard.
- Lifting the Computer by the screen.
- Carrying the Computer outside of a hard case.
- Placing the Computer on an uneven surface or surface easily tipped over.

## **CONSEQUENCES**

MCS reserves the right to enforce appropriate consequences for the violation of any rule regarding the use and care of the Computer. Such consequences could include, but are not limited to, the loss of the use of the Computer, reimbursement of any costs or damages incurred, including, but not limited to, internal or external personnel costs, possible disciplinary action, including suspension, dismissal, and/or referral to law enforcement. Random checks of student and faculty Computers may be conducted throughout the year to ensure that these policies are being followed.

## **SUGGESTIONS FOR PERSONAL HEALTH & SAFETY**

1. Avoid extended use of the Computer while resting the Computer directly on your lap.
2. Take frequent breaks when using the Computer for long periods of time. Remember the '20-20-20' rule – every 20 minutes, look away from the screen at something that is 20 feet away for 20 seconds.
3. Do not provide your personal information to anyone over the Internet.
4. Do not share passwords with anyone. Keep the Computer in a secure location at all times.

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*Leading, Building and Equipping for Christ*



### **Summary of Student Laptop User Agreement:**

- ✓ The student may only make approved changes to the Laptop. Students are not permitted to add or remove software and apps beyond what is available in “Self-Service”. The Student agrees to contact I.T. personnel to request approval for any other software.
- ✓ Student agrees to take proper care of the Laptop, and understands that damages will be the responsibility of the Student’s family, assessed at the cost for Apple-certified parts.
- ✓ Reasonable care should be taken to protect the hardware and software on the Laptop.
- ✓ Violating this User Agreement may result in significant disciplinary or legal action.

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### **Midland Christian School Student Laptop User Agreement**

I \_\_\_\_\_ (student name) have read and agree to this Student Laptop User Agreement. By signing this form, I agree to abide by these computer and Internet use rules.

Student Signature \_\_\_\_\_

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

Date \_\_\_\_\_