Laptop Policy, Procedures, and Information
Shelby-Rising City Public Schools

Shelby-Rising City Public Schools Laptop Program

The focus of the ONE TO ONE Project at Shelby-Rising City Public Schools is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Laptops integrates technology into the curriculum anytime, anyplace.

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The policies, procedures and information within this document apply to all laptops used at Shelby-Rising City Public Schools, including any other device considered by the Principal to come under this policy. Teachers may set additional requirements for computer use in their classroom.

1. LAPTOP SPECIFICATIONS

- •Apple Macbook Air Laptop
- •4 GB of RAM minimum

2. RECEIVING YOUR LAPTOP

Laptops will be distributed each fall during "*Rollout & Laptop Orientation.*" **Parents & students must sign and return the <u>Computer Damage/Loss Agreement</u>, <u>Shelby-Rising City Public Schools</u> <u>Laptop Information</u> and <u>Parent/Student Pledge</u> documents before the laptop can be issued to their child.** The Laptop Computer Protection plan outlines two options for families to protect the laptop investment for the school district. Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at SHELBY-RISING CITY PUBLIC SCHOOLS.

3. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the technology coordinator.

3.1 General Precautions

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.
- Laptops should be shut down before moving them to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Shelby-Rising City Public Schools.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.

3.2 Carrying Laptops

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops should always be within the protective case when carried.

- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
- The laptop must be turned off before placing it in the carrying case.
- Do not throw, toss or slide laptops.

3.3 Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

4. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules will be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher.

4.1 Laptops Left at Home

If students leave their laptop at home, they must report to the office to phone parents to bring the laptop to school. Repeat violations of this policy will result in disciplinary action.

4.2 Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair from the Technology Coordinator.

4.3 Charging Your Laptop's Battery

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Repeat violations of this policy will result in disciplinary action.
In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

4.4 Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of but not limited to; guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

4.5Sound
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students will be allowed to use headphones with the laptops with teacher permission.

4.6Printing
Students may use printers in classrooms, the library, and computer lab with teachers' permission during class or breaks. Students who want to print on a home printer must ask the Technology Coordinator to add their printer software to the laptop computer.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Syncing the Laptop: Students will be logging onto our network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work. Students will be responsible for syncing their files to the server.

Additional folders may be created or added by the student. All student work should be stored on the laptop. Only files stored on the desktop or in designated folders will be backed up and saved. Student work saved to a different location on the computer will not be saved to the high school server.
Large video files may not be stored on the laptop or in the documents folder.

5.2 Saving data to Removable storage devices
Students should also backup all of their work at least once each week using removable file storage.
It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

6. SOFTWARE ON LAPTOPS

6.1 Originally Installed Software
The software originally installed by SHELBY-RISING CITY PUBLIC SCHOOLS must remain on the laptop in usable condition and be easily accessible at all times.
The laptop is supplied with:
- •iWorks
- •iLife
- •Microsoft Office Suite
- •ActivStudio
- •Other software applications

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

6.3Additional Software

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their laptop. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

- Any additional software should not be installed without consent of the technology staff and must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- Students are responsible for ensuring that only software that is licensed to their laptop is loaded onto their computers.
- Items such as but not limited to; violent games and computer images containing obscene or pornographic material are banned.

6.4Inspection

Students may be selected at random to provide their laptop for inspection.

6.5Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the technician will copy all files on the laptop. The hard drive will then be re-imaged. Authorized software will be installed and the data files reinstated on the laptop. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

6.6Software upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

7. ACCEPTABLE USE

7.1General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Shelby-Rising City Public Schools.
- Students are responsible for their ethical and educational use of the technology resources of the Shelby-Rising City Public Schools.
- Access to the Shelby-Rising City Public Schools technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use and Internet Safety Policy.

• Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

• Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Handbook.

7.2 Privacy and Safety

• Do not go into chat rooms or send chain letters without permission from a faculty member as part of a class project.
• Do not open, use, or change computer files that do not belong to you.
• Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
• Remember that storage is not guaranteed to be private or confidential.
• If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.
• Students will not delete their history. A deleted history is a clear indicator that a violation has occurred and consequences will have been earned.

7.3 Legal Propriety

• Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
• Plagiarism is a violation of the Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as but not limited to; graphics, movies, music, and text.
• Use or possession of hacking software is strictly prohibited and violators will be subject consequences. Violation of applicable state or federal law, including the Nebraska Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

7.4 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Laptop Handbook or Acceptable Use Policy will result in disciplinary action as outlined in the Student Handbook.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws

8. PROTECTING & STORING YOUR LAPTOP COMPUTER

8.1Laptop Identification

Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number of computer
- Individual User account name and password

8.2Password Protection

Students are expected to password protect their laptops by setting a start-up password and keeping that password confidential.

8.3Storing Your Laptop

When students are not monitoring laptops, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the laptop, when stored in the locker. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle at school or at home.

8.4Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, commons area, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised laptops will be confiscated by staff and taken to the Principals' Office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

9. LAPTOP TECHNICAL SUPPORT

The Technology Coordinator is located in the high school coordinates the repair work for laptops. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs

FAQ'S

(1) **What if I already have another model or brand of laptop computer?** *You will be required to use the school district issued laptop for school purposes.* This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses.

(2) **Can I have my laptop computer this summer?** It is our intent to use the summer to upgrade, clean, and repair each laptop to keep them in working order and extend their useful life to the district.

(3) **The best insurance is to take care of your laptop. Do not leave your laptop in the building, classroom, concourse, or car unattended. Always know where your laptop is! Above all, take your computer home each night.**

(4) **Does SHELBY-RISING CITY PUBLIC SCHOOLS provide maintenance on my Apple laptop computer?** Yes, the Tech Coordinator will provide limited maintenance. If more maintenance is needed, the laptop is covered by the AppleCare maintenance agreement.

(5) **What will I do without a computer in my classes if my laptop unit is being repaired or while I am replacing it if it is lost or stolen?** SHELBY-RISING CITY PUBLIC SCHOOLS stocks a limited number of laptop computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit with the tech coordinator. *If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.*

(6) **If I purchase software in addition to the available software provided through SHELBY-RISING CITY PUBLIC SCHOOLS, will the Tech Coordinator load it for me?** No, at this time we are asking that only the software that was purchased by Shelby-Rising City Public Schools be installed on the laptops.

(7) **Do I need a printer?** You do not need to own one since printers are located throughout the building. If you want to connect to a printer at home with the school laptop, you will need to visit the technology coordinator and ask to have your printer software installed.

(8) **How do I connect to the Internet at home?** You may connect to the Internet using a cable Ethernet connection (Requires additional adapter) or wireless connection.

(9) **If you maintain a wireless home network, you must set the laptop to connect to your wireless connection. The school district will not provide tech support for your home network.**

(10) **Dial-up Internet connections should work on the school laptop.**

(11) **Will there be facilities to back up the files I create on my laptop?** Yes. When you save your documents to the Documents Folder, your files are automatically saved to your laptop.then you will need to complete the SYNC process the next time you are at the school to back up your files.

(12) **What if I want to add options to my laptop later?** Only SHELBY-RISING CITY PUBLIC SCHOOLS is authorized to add options and upgrades to your laptop computer.

(13) **What if I want to run another operating system on my laptop?** Only the operating system chosen by SHELBY-RISING CITY PUBLIC SCHOOLS will be authorized to run on a student-issued laptop computer.

(14) **Will I be given a new battery if mine goes bad?** The laptop battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance.

(15) **What has the school done to help prevent students from going to inappropriate sites?** We have a software product which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. An additional Mobile Filter has been added and should assist in filtering when students are not on the school network. All students who attempt to find inappropriate sites will be directed to the Principal's Office.

(16) **Are Student Laptops subject to school "snooping"; what if they bring their laptop in for repairs and "objectionable data" is detected?** Inappropriate material on laptops should be reported to the classroom teacher, principal, or tech coordinator immediately upon identification. Students who have "objectionable data" on their laptop but have failed or chosen not to report it, will be referred to the Principal's Office.

(17) **What if I have questions on how the features on my laptop work?** Apple systems are preloaded with the Access Help application which contains information similar to that which would be included in a User's Guide. The Access Help application is a searchable help database included on your computer.

Shelby-Rising City Public Schools
COMPUTER/LAPTOP ACCEPTABLE USE GUIDELINES

Shelby-Rising City Public Schools network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of Shelby-Rising City Public Schools. Access to the Shelby-Rising City Public Schools computer systems is a privilege, not a right. Laptops will be subject to random inspections and will be turned over to district personnel upon request. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges.

Laptop Computer Security Policy During the School Day

•Students must have laptops with them, or stored/locked in their school lockers . Laptops must never be left unattended. Faculty will pick up and give unattended laptops to the Office.

•It is the student's responsibility to have the computer charged at the beginning of each school day.

•Laptops must be kept in the carrying case issued with the laptop. (Use of other cases must be cleared with the tech coordinator.)

•Students are not to deface their laptops or carrying sleeves, in any way, for example, with stickers, tape, white - out, marking pens, etc. If there are any questions, check with administrators.

•The School's Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access Web sites, newsgroups, or "chat" areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.

•E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use but not limited to; vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.

•Use of the computer (including "Instant Messaging") for anything other than a teacher - directed or approved activity is prohibited during the school day.

•When accessing the school district's internet network, Internet computer games or any computer games are prohibited in classes, lobby, hallways, etc.

•Computers may not be used to make sound recordings without the consent of all those being recorded.

•Installation of peer-to-peer file-sharing programs is strictly forbidden.   Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist or teacher.

•If you have a specific need for additional software or you want to add personal software, you must request approval prior to the installation.

•Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software or graphic files that are not for a school project or activity should not be stored on the school computer systems.

•Students may access only those files that belong to them or for which they are certain they have permission to use.

•Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action.

•School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.

•Sound must be turned off at all times, except when being used as a part of the class.

•Accidental laptop damage: Students who have repeated instances of accidental laptop damage may be asked to check their laptop in with the tech coordinator after school. Laptops may be checked out again before classes begin the next day. Special permission to take a laptop home for class work may be permitted by the student's teacher first clearing it through the tech coordinator.

•Shelby-Rising City Public Schools reserves the right to define inappropriate use of technology. These inappropriate uses include, but are not limited to:

- The user shall not erase, change, rename, or make unusable anyone's computer files, programs, or disks.
- The user shall not use or try to discover another's password or another person's email or other files.
- The user shall not use a computer for unlawful purposes, such as illegal copying or installation of software.

- The user shall not let other persons use his/her name, logon, password, or files for any reason.

- *The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language or images.

•Individual school laptop computers and accessories must be returned to the tech coordinator at the end of each school year. Students who, withdraw, or terminate enrollment at SHELBY-RISING CITY PUBLIC SCHOOLS for any other reason may be asked to return their individual school laptop computer on the date of termination.

•If a student fails to return the computer at the end of the school year or upon termination of enrollment at Shelby-Rising City Public Schools, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Sheriff's Department.

Computer Laptop Violations(But not limited to:)

•Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
•Downloading or transmitting multi-player game, music, or video files using the school network.
•Vandalizing, damaging, or disabling property of the school or another individual or organization.
•Accessing another individual's materials, information, or files without permission.
• Using the network or Internet for commercial, political campaign, or financial gain purposes.
•Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
•Promoting or soliciting for illegal activities.
• Attempting to repair, remove or install hardware components reserved for an authorized service technician.
• Violating copyright or other protected material laws.
•Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
•Intentionally wasting school resources.

Consequences: Up to and including suspension or expulsion.

Computer Network Violations (But not limited to:)

1. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
2. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
3. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
4. Creating, uploading, or transmitting computer viruses.
5. Attempting to defeat computer or network security. Consequences: Suspension of laptop computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.
6. Other violations deemed by the administration to be in violation of school policies, handbooks, ethics etc.

Consequences:

Up to and including suspension or expulsion.

Students who are disciplined and lose the privilege of using their laptop for a period of time, are not permitted to bring their own laptop from home. Students are to use only school issued laptops at SHELBY-RISING CITY PUBLIC SCHOOLS.

Laptops that are confiscated for violations may be wiped clean which will result in loss of all the music, pictures, movies etc. that may be on the laptop.

Shelby---Rising City Public Schools Laptop Loan Agreement

Student/Borrower Graduation Yr: _____   Student Borrower Grade, SY 2014---2015: _____

User/Borrower/Item Information:		Condition
Student/Borrower Name:		
Shelby---Rising City Barcode #:		
Apple MacBook Air Serial #:		New/Good
Battery Serial #:		New/Good
Charger ID #:		New/Good

Parent Name(s): _____   Home   Phone: _____

Address: _____

| Physical | Mailing(if different) | Town | Zip |

Understandings

The above listed items, as well as, a computer carrying case are being loaned to the named student/borrower and are in good working order unless otherwise indicated. It is the student/borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. This MacBook is an important learning tool and is for educational purposes only. In order to take the MacBook home each day, the student/parent must be willing to accept responsibilities expressed herein.

The equipment is the property of Shelby---Rising City Public Schools of Shelby, NE, and is being loaned to the student/borrower for educational purposes for the Academic School Year. Students may not deface or destroy this property in any way. Customizing the exterior of the laptop by using stickers, skins, lettering, marker, etc. is also prohibited. Inappropriate material/files or unauthorized software on the machine may result in the student losing their right to use this computer. The computer, all files on its hard drive and network storage areas are the property of Shelby---Rising City Public Schools. Administrators may review communications/files to maintain system integrity and/or to insure that students are using the system responsibly. There is no presumption of privacy with regard to use of this computer. The equipment will be returned to the school on a date to be requested or sooner if the student is discharged from the school prior to the end of the school year.

A $25.00 non---refundable fee is assessed to cover the cost of insurance. If a claim is filed due to accidental damage determined to be less than "total loss" to the computer the student and/or parent are responsible for the first $100.00 (the rental fee will be applied to the first $100). This includes damage to the charger and carrying case as well as damage to the computer. Students will be responsible for purchasing any accessory computer equipment and replacement cost will be up to the student (ex. iPod, external hard drive, flash drive, CDs, disks, etc.)

If the laptop is lost, stolen or damaged to the extent it is subsequently declared a total loss, the student/parent shall be responsible for the replacement or repair. The student/parent agrees to indemnify the District against any loss occurring during or resulting from student's possession or use of laptop, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to student's use of District Property. Warranty will cover mechanical failure, however in the case of mechanical damage resulting in total loss, the student/parent will be responsible for the $100.00 insurance deductible when applicable. All intentional damages are the responsibility of the student/parent. Student agrees that in the event the computer is out of his/her possession for a period of 48 hours or if the student believes the computer has been stolen, he/she will immediately notify the Superintendent/Principal who shall file a report with the County Sheriff.

The laptop may be used by the student/parent only for non---commercial purposes, in accordance with the District's policies and rules. Any included software may be used only in accordance with the applicable license and it is the student/parent's responsibility to be familiar with and to comply with the provisions of such license.

The student and parent acknowledge and agree that student use of the laptop is a privilege and that by this agreement, the student/parent acknowledges the student's responsibility to protect and safeguard the laptop and return the same in good condition and repair. Upon completion of these forms the student will be issued a MacBook computer through which he/she may engage himself/herself in his/her education this year. It is essential that these guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

Parents agree to supervise the student's use of the MacBook at home, to discuss the family's values and expectations regarding the use of the Internet, email, instant messaging or other web---based communications at home. Parents further agree to assist the student in remembering to charge the MacBook battery nightly and to make sure the student brings the MacBook to school every day. It is understood that if as student comes to school without his/her computer, the parent may be called to bring it to school. In accepting this MacBook the student and parent agree to report to the school any problems with the MacBook, and to warrant its return to the school when requested or upon the student's withdrawal from Shelby---Rising City High School.

Students or parents shall not attempt to repair the MacBook or clean it with anything other than a soft, dry cloth. Students/parents will not load or attempt to load, delete or attempt to delete any software from the MacBook.

When using the MacBook at home, at school, or anywhere else the student may take it, the student shall follow the policies of the Shelby---Rising City Public Schools – especially the Student Code of Conduct and to abide by all local, state, and federal laws or any other administrative rules which may be subsequently issued with regard to the care of the MacBook.

The student shall treat the MacBook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby and to place the MacBook in its protective sleeve when not in use and when it is being moved. The student shall not lend the MacBook to anyone, not even friends or siblings. Violation of this rule is an assumed risk on behalf of the student who assumes ultimate responsibility, regardless of accidental damage.

The student agrees to honor his/her family's values when using the MacBook. For safety's sake the student shall not give out personal information when using the MacBook.

The student agrees to bring the MacBook to school every day and understands that the Internet and web---based communications should be used only for appropriate, legitimate, and responsible purposes. The student shall keep secure all assigned accounts and passwords, and will not share these with any other student(s).

The District hereby acknowledges receipt of the sum of $25.00 from student and parent/guardian whose signatures are affixed below affirming the understanding of and agreement to, on behalf of the parent and student, to the terms and conditions of the Shelby---Rising City Public Schools 2014---2015 Laptop Loan Agreement and of the Shelby---Rising City Public Schools ACCEPTABLE USE AND INTERNET SAFETY POLICY.

Parent's Signature _____

Print Name _____

Student's Signature_____ Date: _____

Signature of School Administrator/Designee: _____

Deposit

Check # _____   Cash _____   Waived _____
                                                                                        Admin Initial

Nebraska Statutes 79---737 and 79---2, 127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property.

Shelby---Rising City Public School (6---12)
Student Laptop Acceptable Use Agreement
2014---2015 School Year

The following items reiterate some of the most important points covered in the Laptop Computer Use Agreement, including the Standards for Proper Care, Computer Use and Conduct Guidelines and Computer Discipline Policy, which you can read in the student handbook.	Student Initial	Parent Initial
I understand that I am responsible for backing up my own files and that important files should always be stored in at least two (2) locations (such as on the laptop, external hard drive, CD, flash drive, or file server).		
I will not leave my laptop unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my laptop become lost or stolen due to "gross negligence" as determined by administration. Students not participating in Shelby---Rising City Public Schools Laptop Loan Agreement are not to remove computers from school property.		
I understand that my family is financially responsible for up to full cost if damage occurs to the laptop. *Please refer to the Laptop Loan Agreement for details.*		
I will not install or use file---sharing programs to download music, video or other media.		
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 lid fully closed whenever it is moved from one point to another.		
I will read and follow the Laptop Policy and any general maintenance alerts from school network staff.		
I will report any problems with my laptop to the LAN Manager, Mr. Carley.		

I have read the Acceptable Use and Internet Safety Policy and agree to it's terms.

Student Name (printed clearly) _____

Student Signature _____ Date _____

Parent/Guardian Name (printed clearly) _____

Parent/Guardian Signature _____ Date _____

Students wishing to participate in the Shelby---Rising City Public Schools Laptop Loan Program must also sign the Shelby---Rising City Public Schools Laptop Loan Agreement.