

Exira-Elk Horn-Kimballton School
LAPTOP COMPUTER USE
AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of a Chromebook/Computer/Laptop, between the Exira-EHK School, the student receiving a Chromebook/Computer/Laptop, and his/her parent(s) or legal guardian. The Student and Parent(s), in consideration of being provided with a Chromebook/Computer/Laptop, software, and related materials for use while a student is at Exira-EHK School District, hereby agrees to follow:

Equipment

1.1 Ownership: Exira-EHK retains sole right of possession of the Chromebook/Computer/Laptop and grants permission to the student to use the Chromebook/Computer/Laptop according to the guidelines set forth in this document. Moreover, Exira-EHK administrative staff retains the right to collect and/or inspect the Chromebook/Computer/Laptop at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all Chromebook/Computer/Laptop configurations the same. Exira-EHK will retain records of the serial numbers provided equipment.

1.3 Substitution of Equipment: In the event the Chromebook/Computer/Laptop is inoperable, Exira-EHK has a limited number of spare Chromebook/Computer/Laptop for use while the Chromebook/Computer/Laptop is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The student may NOT opt to keep a broken Chromebook/Computer/Laptop or to avoid using the Chromebook/Computer/Laptop due to loss or damage. Please note that if the student forgets to bring the Chromebook/Computer/Laptop or power adapter to school, a substitute will not be provided.

1.4 Responsibility for Electronic Data: The student is solely responsible for any non-Exira-EHK installed software and for any data stored on the Chromebook/Computer/Laptop. It is the sole responsibility of the student to backup such data as necessary. Exira-EHK provides means for backup along with directions but Exira-EHK does not accept responsibility for any such software.

Damage or Loss of Equipment

2.1 Insurance and deductible: Exira-EHK has purchased insurance, which provides the broadest perils of loss regularly available. The insurance coverage is subject to a \$250 deductible per loss.

2.2 Responsibility for Damage: The student is responsible for maintaining a 100% working Chromebook/Computer/Laptop at all times. The student shall use reasonable care to ensure that the Chromebook/Computer/Laptop is not damaged. Refer to the Standards for Proper Care document for a description of expected care. In the event of damage not covered by the warranty, the student and parent will be billed a fee according to the following schedule:

* First incident – up to \$100

- * Second incident – up to \$200
- * Third incident – up to full cost of repair or replacement

Exira-EHK reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended or unlocked Chromebook/Computer/Laptop while at school. (See the Standards for Proper Care document for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to others other than one’s parents/guardians.
- Using equipment in an unsafe manner. (See the Standards for Proper Care document for guidelines of proper use).

2.3 Responsibility of Loss: In the event the Chromebook/Computer/Laptop is lost or stolen, the student and parent may be billed the full cost of the replacement.

2.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to the Director of Technology or Principal. If the Chromebook/Computer/Laptop is stolen or vandalized while not at Exira-EHK or at an Exira-EHK sponsored event, the parent shall file a police report.

2.5 Technical Support and Repair: Exira-EHK does not guarantee that the computer will be operable, but will make technical support, maintenance and repair available.

Legal and Ethical Use Policies

3:1 Monitoring: Exira-EHK will monitor Chromebook/Computer/Laptop use using a variety of methods –including electronic remote access – to assure compliance with Exira-EHK’s Legal and Ethical Use Policies.

3:2 Legal and Ethical Use: All aspects of Exira-EHK Chromebook/Computer/Laptop Use Policy remain in effect, except as mentioned in this section.

3:3 File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal of sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology or Principal.

3:4 Allowable Customizations: The student is permitted to alter or add files to customize the assigned computer to their own working styles (i.e., background screens, default fonts, and other system enhancements). The student is permitted to download music to iTunes, but cannot download or install any other software without permission from the Exira-EHK Technology Coordinator or Principal.

STANDARDS FOR PROPER Chromebook/Computer/Laptop CARE

This document is an important addendum to the Student Chromebook/Computer/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 Chromebook/Computer/Laptop. Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.

Read the electronic manual that comes with the Chromebook/Computer/Laptop. Following the Chromebook/Computer/Laptop's advice and the standards below will lead to a Chromebook/Computer/Laptop that will run smoothly and serve as a reliable, useful and enjoyable tool.

Your Responsibilities:

- Treat this equipment with as much care as if it was your own property.
- Bring the Chromebook/Computer/Laptop and charging unit to Exira-EHK during every school day. (If you forget them, substitutes will not be provided.)
- Keep the Chromebook/Computer/Laptop either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Chromebook/Computer/Laptop stored in a secure place (i.e., locked in the locker or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Chromebook/Computer/Laptop in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Chromebook/Computer/Laptop 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 Chromebook/Computer/Laptop in school vans, in the gym, in a locker room, on a playing field or in other areas where it could be damaged or stolen. Avoid storing the Chromebook/Computer/Laptop in a car other than in a locked trunk. Avoid leaving the Chromebook/Computer/Laptop in environments with excessively hot or cold temperatures.
- Do not let anyone use the computer other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Chromebook/Computer/Laptop will be your full responsibility.
- Adhere to Exira-EHK School's Chromebook/Computer/Laptop Use Policy at all times and in all locations. When in doubt about acceptable use, ask the Director of Technology or Principal.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to the Director of Technology or Principal.
- Don't force anything (e.g., connections, popped-off keys, DVD/CD's). Seek help instead.
- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the Chromebook/Computer/Laptop, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or

replacement cost.

- Do not remove or interfere with the serial number or any identification placed on the Chromebook/Computer/Laptop.
- Do not do anything to the Chromebook/Computer/Laptop that will permanently alter it in any way. (You can apply stickers so long as they are completely removable.)
- Keep the equipment clean. For example, don't eat or drink while using the computer.

Carrying the Computer

- Always completely close the lid and wait for the Chromebook/Computer/Laptop to enter sleep mode before moving it, even for short distances. Movement while the computer is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient-there is little reason to actually shut down the Chromebook/Computer/Laptop other than on an airplane or during an extended days of inactivity.
- Always store the Chromebook/Computer/Laptop in the a bag provided or in another certified laptop case. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the Chromebook/Computer/Laptop other than the Chromebook/Computer/Laptop itself as this may damage the screen.
 - We recommend that you carry the laptop bag inside your normal school pack. The "vertical sleeve" style laptop case was chosen expressly for this purpose. Simply slide the Chromebook/Computer/Laptop in and out while leaving the case within the school pack. Do not overstuff your pack-extreme pressure on the laptop can cause permanent damage to the screen and other components
- Do not grab or squeeze the Chromebook/Computer/Laptop, as this can damage the screen and other components.
 - Never move the Chromebook/Computer/Laptop while a CD or DVD is actively being used.

Screen Care

- The Chromebook/Computer/Laptop screen can be easily damaged if proper care is not taken.
 - Broken screens are not covered by warranty.
 - Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the Chromebook/Computer/Laptop screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Chromebook/Computer/Laptop screen cleaners.
 - Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
 - Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed.

DVD/CD-RW (Optical Drive)

- Never force a disk into the slot. This can cause permanent damage and voids the warrantee.
- Keep discs clean and store them in a cover to prevent dust from entering the computer. Always remove CDs and DVDs when they are not in use-this preserves

battery life.

- Avoid using CDs or DVDs unless the Chromebook/Computer/Laptop is connected to a power source with the charging unit-CD/DVD use dramatically lowers battery life.

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 Chromebook/Computer/Laptop charging overnight.

- Avoid using the charger in any other situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shut down if you are unable to connect to the charger.

- Close the lid of the Chromebook/Computer/Laptop when it is not in use, in order to save battery life and protect the screen.

Personal Health and Safety

- Avoid extended use of the Chromebook/Computer/Laptop resting directly on your lap. The bottom of the Chromebook/Computer/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 and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.

- Read the safety warnings included in the Chromebook/Computer/Laptop User Guide.

EQUIPMENT LENDING INFORMATION

This additional agreement allows students to check out a variety of peripheral equipment such as still cameras, video cameras, and other audiovisual devices for multimedia school projects. The signed agreement is part of the Student Chromebook/Computer/Laptop Program Acknowledgement Form.

The Exira-Elk Horn-Kimballton CSD grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

Agreements

1. I will return the equipment at the established due dates and times and understand that I will be billed for the replacement costs if the equipment is not returned promptly. Approximate replacement costs include: laptops \$1000, Chromebooks \$300. These prices may be adjusted according to market prices.

2. I will treat this equipment with the same care as if it were my own property.

3. I will maintain the equipment in clean condition.

4. I will avoid use in situations that are conducive to loss or damage.

5. I will heed general maintenance alerts and advice from school technology

personnel.

6. I will promptly report any malfunction, loss, damage or theft to the Director of Technology or Principal.

7. I will always transport the equipment within the case provided whenever leaving the school building.

8. I will adhere to Exira-Elk Horn-Kimballton CSD School's Acceptable Use Policy when using this equipment at all times and locations.

Damage or Loss

- I am responsible for any costs incurred due to loss or damage of equipment as determined by the school.

I understand that if I violate the above, I may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.

Chromebook/Computer/Laptop USE AND CONDUCT POLICY

The primary goal of Exira-Elk Horn-Kimballton CSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Library and Media Lab Equipment are reserved exclusively for academic use. The following is a list of rules and guidelines, which govern the use of Exira-Elk Horn-Kimballton CSD computers and network resources.

Network Resources refers to all aspects of Exira-Elk Horn-Kimballton CSD's owned or leased equipment, including Chromebook/Computer/Laptop, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of Exira-Elk Horn-Kimballton CSD's network resources whether this access occurs while on or off campus.

Students may not use network resources:

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network violations.
- to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others-if you need to transfer large files, please contact the Director of Technology to make special arrangements);
- to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- to conduct any commercial business;

- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto Exira-Elk Horn-Kimballton CSD Chromebook/Computer/Laptop, to copy Exira-Elk Horn-Kimballton CSD school software (copying school owned software programs is considered theft).

In addition, students may not:

- give out his or her home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as “SPAM”, Unsolicited Commercial Email (UCE), or “junk mail.”

Responsibility for Property

Students are responsible for maintaining a 100 percent working laptop at all times. The student shall use reasonable care to be sure that the Chromebook/Computer/Laptop is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one’s parents.
- Not using equipment in an unsafe environment.

Students must keep the Chromebook/Computer/Laptop locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Chromebook/Computer/Laptop left in bags or backpacks or in unattended classrooms are considered “unattended” and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen-even at school-will be the student’s responsibility.

File Sharing and File Sharing Programs

The installation and/or use of any Internet-based file-sharing tools is 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 Director of Technology or Principal.

Discipline

Any student who violates these rules will be subject to disciplinary action. The minimum consequences will be a letter home. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the students use of technology restrict and or revoked.

Legal Issues and Jurisdiction:

Because the Exira-Elk Horn-Kimballton CSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of Exira-Elk Horn-Kimballton CSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at it's discretion, remotely access to open, examine and/or delete electronic files that violate this Chromebook/Computer/Laptop Use Policy.

Disclaimer:

The Exira-Elk Horn-Kimballton CSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that

is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Exira-Elk Horn-Kimballton CSD. While Exira-Elk Horn-Kimballton CSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At Exira-Elk Horn-Kimballton CSD, we expect students to obey the Chromebook/Computer/Laptop Use Policy when using the Internet. Students found in violation of the policy will be disciplined.

In addition, Exira-Elk Horn-Kimballton CSD account holders take full responsibility for their access to Exira-Elk Horn-Kimballton CSD's network resources and the Internet. Specifically, Exira-Elk Horn-Kimballton CSD makes no warranties with the respect to school network resources nor does it take responsibility for:

- the content of any advice or information received by an account holder;
- the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of services interruptions.

