

**Lockney High School:
Acceptable Use
and
Laptop Loan Agreement**



LOCKNEY

INDEPENDENT SCHOOL DISTRICT

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Introduction

As a part of Lockney ISD's ongoing efforts to provide all the tools necessary to prepare our students for excelling in the 21st century, we have established a 1:1 laptop arrangement. Lockney ISD is pleased and proud to offer our instructional staff, district-wide, and our students in grades 9-12 use of a laptop computer and internet access. Use of the wireless network will provide Lockney High School access to numerous software programs and the internet for educational purposes. Lockney ISD believes that using these 21st century tools will improve the instructional opportunities for our students.

Internet connectivity at home will be beneficial to students. Although it is understood that not every household is able to provide internet connectivity, our wireless internet signal is available outside of the high school walls and area businesses, such as Dairy Queen, provide free access to wireless internet. The laptop computers will have many uses at home without internet access, but the students' ability to get the full benefits from the assigned laptop will be much greater if they have internet access.

We hope you share our enthusiasm about being able to offer the laptop computers as an instructional resource to our students and teachers at Lockney High School. The impact on teaching and learning has the ability to provide enormous gains. Our students will gain access to up-to-date information and will be able to use this information to enhance learning. Additionally, their technology skills will improve and better prepare them for higher learning and the 21st century workforce. Lockney ISD will constantly assess and implement changes necessary to maximize the benefits for our students. We are committed to this goal.

I. Purpose:

- A. This Agreement represents an outline of the Laptop Policies and Procedures. By signing this Agreement, students and parents/guardians agree to follow the Policies and Procedures. Students and parents/guardians are encouraged to read and understand these Policies and Procedures prior to signing this Agreement.
- B. Access to the Lockney ISD computers and systems is a privilege, not a right. Violating the letter or spirit of the regulations may be cause to deny a student access to Lockney ISD computers and systems, and/or may result in more serious disciplinary action(s) and/or financial obligations.

II. Financial Information:

- A. Lockney ISD has warranty coverage on the laptops provided to students. Laptops that are damaged beyond repair may be replaced within the first four years of use. However, the formatting, cleaning, and updating of the laptops does require a significant time commitment from the technology director. Therefore, the following fines and fees will be assessed before laptops will be replaced:

◆ **First Breakage:** If the laptop can be repaired without returning the machine to the manufacturer, the student/parent will be responsible for 1/3 of the total cost of repair. If the damage is not repairable and requires replacement, the student/parent will be assessed a fee of \$50. This fee must be paid before a replacement or loaner laptop is issued.

- **COST to STUDENT/PARENT: \$50.00** (due before laptop returned/reissued to student)

◆ **Second Breakage:** If the laptop can be repaired without returning the machine to the manufacturer, the student/parent will be responsible for 1/2 of the total cost of repair. If the damage is not repairable and requires replacement under the terms of the warranty, the cost remains the same as with the first breakage, \$50. If a second breakage or loss occurs with the same household or student within the same calendar year, the situation will be submitted to the school's Superintendent for review and determination if a new laptop will be loaned or issued to the student. In the event a replacement or loan is allowed, the fee must be paid before it is issued.

- **COST to STUDENT/PARENT: \$50.00** (due before laptop returned/reissued to student)

◆ **Third Breakage:** If a 3rd breakage/damage/or loss occurs, student/parent will be responsible for the actual cost of the laptop replacement or repair.

- **COST to STUDENT/PARENT: \$50.00** (due before laptop returned/reissued to student) Student will lose laptop privileges until the financial obligations are taken care of and the campus administrator devises a plan for the student's possible further use of the equipment.

◆ **Power Adapter/Charger:** A lost power adapter or damages that result in the charger no longer working will cost the student \$40. Damages to the charger (cuts or tears in the cable or broken tabs on the brick) will be \$20 even if the charger is still usable because any damage of this kind voids the laptop warranty and should the charger stop working, the laptop manufacturer will not replace it.

◆ **Carrying case/bag:** Lost or damaged laptop case will cost the student/parent \$30, will be the replacement cost.

◆ **Other Fines/Fees:**

○ **Updates:** A laptop submitted for service / repair that has quit working due to unloaded updates will incur the following fines:

* 1st occurrence: \$5.00

* 2nd occurrence: \$10.00

* 3rd occurrence: \$15.00

* Each additional occurrence will grow by increments of \$5.

○ **Clean-up fees (\$20.)** will be incurred if student turns in a laptop and/or charger dirty. This type of wear damages a computer's internal components.

○ **Fines for moderate dents, dings and scratches** that are not associated with "everyday use" will start at \$20 and go up depending on the severity of the damage. If the dent affects the functionality of the computer, such as not being able to close the lid correctly or blocking/impeding port access, the damage will be classified as a "breakage" and the breakage fees from page 3 will be assessed.

○ **Missing keys/ damaged keyboards: \$35**

◆ **Loss of a laptop** will result in payment for the replacement of the laptop and its formatting and software, \$500. Student loses laptop privileges until the financial obligations are taken care of and the campus administrator devises a plan for the student's possible further use of the equipment.

If a laptop is **STOLEN**, a police report MUST be filed within 48 hours of the theft. A copy of that report must be made available to the high school administrator and technology director. The cost of replacement (\$50.) will apply. Students will be loaned a laptop when financial arrangements have been made with high school administration and the technology department.

B. If the student has a balance of any kind, the laptop must be left at the school with the technology department until it is paid.

- C. If the student has **school fees or fines** of any type or failed to return school property issued to them, he/she will not be assigned a computer until the financial obligations are taken care of 100%. If they need a computer to complete class work, they may access one at school but will not be allowed to take a computer home.
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III. Responsibilities of the Stakeholders

A. General care of the Laptops:

1. Treat the laptop with care. Do not drop it, get wet it, leave it outdoors, or use it with food or drink nearby. Laptops can be damaged by extreme weather conditions, so never leave the laptop in a car unattended - particularly on especially cold or hot days.
2. Clean the laptop with a soft cloth on a regular basis. Keeping your keyboard and screen clean will prolonged the use of the machine.
3. If the computer is damaged or not working properly, it must be turned in to the technology department for repair or replacement. Parents/guardians and students **ARE NOT** authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop.
4. Keep your laptop closed when transporting it and make sure there is nothing between the screen and keyboard when closing. Even something as small as a paperclip can damaged the display.
5. Do not leave your laptop in an unsecured area. This includes an unlocked locker or car.
6. Do not loan your laptop to anyone not in your immediate family, including students in your classes.
7. Unplug the power supply and other peripherals from the laptop when transporting it or in severe weather to protect the computer.
8. Carefully close the lid to protect the display when moving the laptop.
9. When transporting their laptop to and from school, students should always be sure it is in the protective case. Do **NOT** place the laptop in a book bag or backpack as the weight of books and other items pressing against it could damage the display or internal components of the laptop. Students are expected to treat the laptops with care and respect. The laptop and its protective case are property of Lockney ISD, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop or any technology or related products are not allowed and will result in loss of privileges and disciplinary consequences.
10. Students should not use the laptop while walking, on the bus, or otherwise being transported. Laptops should only be used while they are on a flat, stable surface, such as a table or desk. Laptops are fragile, and may break if dropped.
11. Students should protect their laptop from extreme heat or cold. Laptops should **NEVER** be left in a car, even if the car is locked.

12. Computers should be protected from the weather, water or other liquids, food, and pets. Students should never eat or drink while using their laptop, or use the laptop near others who are eating or drinking.
 13. Heavy objects should never be placed or stacked up on top of your laptop. This includes books, musical instruments, sports equipment, etc.
 14. Students should use care when plugging in peripheral cords or using flash/thumb drives. Students should follow proper procedures to safely remove drives from their laptops. Teachers, the librarian media specialist, or technology director can provide instructions on how to properly remove a drive from your laptop.
 15. Computers should **NEVER** be placed in protective case while they are turned on. The computer should either be shut down or placed in "sleep" mode. Additionally, the computer should **not** be placed on or under soft items such as pillows, soft chairs or cushions, or blankets. This will cause the computer to overheat, and will result in damage to the computer.
 16. Students are **NOT** authorized and should not attempt to make any changes to the security or settings of the computer. Any attempt to change settings or to otherwise bypass security settings will result in termination of computer and network privileges.
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B. General Use of the Laptops and the LISD Network System: Lockney ISD fully expects that all members of the school community will use the computer equipment and systems in a responsible, appropriate, and legal manner. Use the following regulations as a guide when working with our computer or within our computer system:

1. Students should understand that their computer use is **NOT** private and the district will monitor all activity on the computer system.
2. Follow the Lockney ISD Acceptable Use Policy when using the Internet at home or at school. Please note the laptops will be setup so that all use including use while away from the school will be filters and monitored by the school district.
3. Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.
4. Students must immediately report theft or damage to a teacher and to the Technology office. For hardware and software problems, students must take their laptop to the Technology office.
5. Do not load software from CD's or the Internet unless you have permission from a LISD technology department.
6. Do not remove programs or files from the laptop.
7. Honor your family's values when using the Internet. Parents will discuss family values and expectations regarding the use of the Internet at home. Parents will supervise their child's use of the laptop at home.
8. Do not give personal information when using the internet.

9. The school's internet connection should be used for research and information gathering that is directly related to academic assignments or extracurricular projects supervised by the Lockney High School faculty.
10. During school hours, game playing on computers is **not** allowed unless the game is directly related to a school assignment or activity. This will be determined by the staff member supervising the student.
11. E-mail (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted. Email will be provided for students through Gmail.com. Each high school student will be issued a district email address, which will be their network username@lockneyisd.net. These accounts will be monitored and are the only acceptable accounts for student use at school.
12. Students may access only those files that belong to them or which they are certain they have permission to use. Students are expected to follow all copyright laws.
13. Files stored within the school computer systems (both laptop and file servers) 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 formal activity should **not** be stored on the computer systems.
14. Documents and personal files (pictures, videos, music, etc.) should not be saved or stored on the laptops. Each laptop will have a Dropbox® program installed for students to save their work. Additionally, students will have access to an online file locker on the school's website to allow them to save their work.
15. Music files unrelated to school course or activities should **not** be stored on the network file servers. Computers will be cleaned at the end of each school year and personal files will not be saved.
16. Students are expected to only access teacher authorized sites at the appropriate times. Students are expected to notify their teacher immediately if they accidentally access an inappropriate site.
17. Students should always protect their user account by logging off when not at their computer. Each computer is assigned to an individual student. Students should **never** "swap" or "share" their computer with another student. Laptops should be in a student's possession or secured at all times. If a student shared their laptop with another person and the laptop is damaged, the student the laptop is assigned to will be held responsible for the cost of damage.
18. Students may **never** share their password with another student. Passwords should always be kept **confidential**.
19. Students are responsible for saving or backing up their documents their Dropbox® account or their online file locker through the school's website.
20. Students should **never** attempt to "hack" into any computer system or engage in unauthorized use of the network.
21. All users must agree to **never** change the settings of school-supplied software. If the computer is stolen while at home, parents/guardians should immediately

- report the theft to the local police. This information should also be conveyed to the campus principal at the first opportunity available.
22. The use of chat rooms, social networking or instant messaging systems Internet is **prohibited** during school hours.
 23. All Communication will be monitored by administration and staff.
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C. Daily Preparation Tasks:

1. Recharge the laptop battery every night. Powering off the laptop when not in use will save your battery life.
 2. Bring the laptop to school every day and have it ready to work at the beginning of each class.
 3. If a student fails to bring their fully charged laptop to school each day, behavioral consequences outlined in the student code of conduct will be applied. This could be treated the same as not bringing all required items to class.
 4. Students should not attempt to access website which have been blocked by the school district. Attempts to bypass these sites will result in loss of computer and network privileges. If a student needs access to a website for school related work that is blocked by the district, a request can be made through the teacher which the assignment is assigned.
 5. Students who do not have permission to take their laptop home may pick up their laptop in the library each morning, and are required to return their laptop to the library at the end of each day.
 6. **Very few classes will have the capability to allow students to charge their laptops during class, so avoid any potential problems by charging them each night at home.** It is the choice of each teacher to allow or disallow students to charge their laptops in the classroom.
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D. Using the Computer for Internet and E-mail:

1. Students and parents/guardians understand that Lockney ISD does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is on a school computer, the district is not able to control all aspects of the computer while at home. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
2. Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.
3. Students should understand that their computer use is **NOT** private and the district will monitor all activity on the computer system.

IV. Consequences of Inappropriate Use:

The use of any District technology is a privilege and not a right. Students are expected to use their computer in accordance with these Policies and Procedures, and the District Acceptable Use Policy and any applicable laws. Failure to use this computer in an appropriate manner will result in consequences, as determined by the staff and administration of Lockney High School and Lockney Independent School District.

Students withdrawing from school will turn in their laptop, chargers, and any other assigned equipment.

Students who leave the District and fail to check in their laptops and related equipment will have felony theft charges filed against them immediately upon the District's knowledge of such an event. The District will prosecute the occurrence to the fullest extent of the law.

Laptop Loan Agreement:

The laptop, charger and bag are being loaned to me in good working order unless otherwise indicated. It is my responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is the property of Lockney ISD, and is herewith being loaned to the student/staff member for educational purposes for the academic school year or until further notice. The equipment may not be defaced or destroyed in any way. Inappropriate material on the machine may result in the student/staff member losing his/her right to use 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.

If the District Property is lost, stolen, or damaged while in the Borrower's possession, Borrower is responsible for the replacement or repair thereof and Borrower agrees to indemnify the District from any claim occurring during or resulting from Borrower's possession or use of the District Property, including but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to Borrower's use of the District Property.

The District Property may be used by Borrower 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 Borrower's responsibility to be familiar with and to comply with the provisions of such license.

Borrower may not install or utilize any software in connection with Borrower's use of the District Property other than software owned by the District and made available to Borrower in accordance with this Receipt and Agreement and Borrower agrees not to make any unauthorized use of or modification of such software.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's CD's or other data storage medium and Borrower agrees to use Borrower's best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.

Student: _____

Date: _____

Grade: _____

Phone: _____

**Please sign both sides, detach, and return this page. You should keep the laptop agreement papers.*

LOCKNEY HIGH SCHOOL

LAPTOP ACCEPTABLE USE ACKNOWLEDGEMENT

We have read this Parent/Guardian and Student Agreement and understand our responsibilities in the use of the laptop, computer network, Internet, and any other applicable equipment. We also understand all the policy and procedural expectations and obligations related to the technology immersion program implemented at Lockney High School.

LAPTOP LOAN AGREEMENT:

We have read this Parent/Guardian and Student Agreement and understand our responsibilities in the use of the laptop, computer network, Internet, and any other applicable equipment. We also understand all the policy and procedural expectations and obligations related to the technology immersion program Lockney High School is implementing.

Parent /Guardian Printed Name _____

Parent/Guardian Signature _____

Student Signature _____

***For any question or concerns contact:**

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