

USD 243 Lebo-Waverly
One to One Laptop Computer Contract
Adopted 2012-2013

Parents and students must read, sign and return this document and the Internet Acceptable Use Policy before a laptop can be assigned to the student.

USD 243 Lebo-Waverly only authorizes the use of its laptop computers in a manner consistent with established instructional, research and administrative objectives of the school.

Ownership

Laptop computers issued through the One to One program are the property of USD 243 Lebo-Waverly. Students have no ownership, interest or right to title in the laptop computers.

License Agreements

USD 243 Lebo-Waverly is the sole licensee of the software included with the laptop computer. Any copying, modification, merging or distribution of the software by the student, including written documentation, is prohibited. The student is responsible for complying with any and all hardware, software and service provider licensing agreements, terms of use and all applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms or laws shall constitute a violation of this contract.

Acceptable Use

USD 243 Lebo-Waverly laptops are not to be used for personal profit or nonprofit purposes such as advertising, rentals, selling or buying things, soliciting for charity or other such uses.

- Every user must respect the security and privacy of others. The student's connection to the Internet will be filtered in accordance with school filter policy and required by CIPPA compliance. Bypassing or attempting to bypass USD 243 Lebo-Waverly's filtering system is prohibited.
- The laptop may not be used in the transmission or storage of copyrighted materials not in the name of the student of the school.
- Students must handle the laptop computers with care.
- Students must bring their laptops to school with them every day unless instructed to do otherwise by a school administrator.
- Students must not use laptop computers or computer programs in any manner other than that for which it is intended.

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Acceptable Use cont.

- Students must not install software onto laptop computers unless specifically authorized to do so by a school administrator.
- Students must not intentionally modify network configuration files or otherwise interfere with the functioning of the USD 243 Lebo-Waverly computers.
- Laptop computers will be treated in a similar manner as other school-owned educational tools such as textbooks. Therefore all USD 243 Lebo-Waverly policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of laptop computers.
- Loss or theft of laptop computers must be reported to the school by the first subsequent school day following the loss or theft.
- Students must not modify, upgrade or attempt to repair laptop computers issued under this contract without the express permission of the school.

Cyber Bullying

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, images or web site postings, including blogs.

The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyberbullying are unacceptable and viewed as a violation of this policy.

Liability

Students are responsible for all material sent by and/or stored on the laptop computer loaned to them. Students accept responsibility for keeping their laptop computer free from all pornographic material, inappropriate test files, or files dangerous to the integrity of USD 243 Lebo-Waverly's network, equipment or software.

USD 243 Lebo-Waverly is not liable for any material sent by and/or stored on laptop computers issued to students via the One to One Laptop Agreement.

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No Guaranteed Content Privacy

USD 243 Lebo-Waverly cannot guarantee that content stored on laptops issued in accordance with this contract will be private. USD 243 Lebo-Waverly respects the rights of its students; however, the District is also responsible for servicing and protecting its property.

USD 243 Lebo-Waverly reserves the right to monitor or access the hard drives of its laptop computers if it suspects or is advised of possible breaches of security, harassment, or other violations of school policies, rules, regulations, directives, law, or evidence exists which demonstrates to the school that its laptop computers may contain information, data or other intellectual property that belongs to another person.

Return of the Laptop Computer

Toward the end of the school year, a date will be announced for students to return their laptops. On this date, the school will inspect the computers for damage.

Students will be expected to pay for damages determined to be “beyond normal wear and tear.”

Any damaged or missing equipment/accessories noted at checkout will be charged to the student. If the laptop is damaged, immediately contact the USD 243 Technology Director or Building Administrator. Each damage claim will be reviewed. If damage is considered the result of abuse or negligence, the user will be charged fees for damages and repairs before a new laptop is issued.

If a student does not check in the laptop computer or power adapter at the end of the school year, his/her parents/guardians will be billed for the full replacement cost of the equipment.

Disciplinary Measures

Misuse of computers will not be tolerated. The consequences of infraction of the One to One Laptop Computer Use Contract may include but are not limited to:

- Limits on the use of the computer for a specific period of time
- Suspension of the use of the computer for a specific period of time
- Removal of the computer from a student’s possession for a specific period of time
- Payment of damages
- Detention
- Involvement of Law Enforcement

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- Suspension from school

General Rules

- Students should never carry their laptops while the screen is open.
- No food or drink is allowed next to the laptop while it is in use.
- Do not let others borrow the laptop or adapter.
- Laptops should be used while they are on a flat, stable surface such as a table or desk.
- When plugging in the power adapter, be sure to plug it into the wall first, followed by the laptop.
- Cords, cables and removable storage devices must be inserted carefully into the laptop.
- Laptops should always be protected from the extreme heat and cold as well as the weather.
- If exposed to cold conditions for a period of time, let the laptop warm up to room temperature before turning it on.
- The computer and all accessories should be kept clean and free of marks at all times.
- Applying stickers, writing, drawing, engraving or otherwise defacing the laptop and/or accessories is not allowed.
- Students are responsible for keeping their laptop's battery charged for school each day.

Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas.

Unsupervised areas include lockers; hanging from a locker in a backpack in the hallway, school grounds, the lunchroom, computer lab, locker rooms, library, unlocked classrooms and hallways.

Any computer left in these areas is in danger of being stolen. If a laptop is found in an unsupervised area, it will be taken to the technology room and the student may lose computer privileges.

Additional Software

Students are not allowed to load extra software on their laptops. Students may be selected at random to provide their laptop for inspection.

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Laptop Damage or Theft

Computers that malfunction, encounter problems or are damaged must be reported to the technology director. The school district will be responsible for repairing the computers that fail from a result of normal use. Students will be entirely responsible for the cost of repairs to laptops that are damaged intentionally or through carelessness or negligence such as a cracked screen, broken hinge or crushed exterior.

Laptops that are stolen must be reported to the USD 243 Technology Director/Building Administrator and the police department.

The USD 243 Superintendent reviews all equipment reported missing or stolen and makes the final determination as to whether the student of the property was negligent. If the student is concluded to be negligent for the loss, a replacement fee for the full cost of the equipment will be assessed and collected at the USD 243 school of attendance before a replacement laptop will be used.

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One-to-One Laptop Computer Contract

We have read and understood the policies. We understand that monitoring and enforcement of these policies and acceptable/safe use including Internet practices of school district property is the students' and parent/guardians' responsibility. We agree that USD 243 Lebo-Waverly shall not be held liable in any way for the actions of those who have been loaned equipment or given access to USD 243 Lebo-Waverly technology.

We understand that by signing below we are assuming financial responsibility for the laptop and will provide proper care for the laptop and power cord until the student has finished his/her senior year or has left USD 243 Lebo-Waverly according to the guidelines outlined in this agreement.

Signature of Parent/Guardian

Signature of Student

Date

Date

Parent/Guardian Opt Out:

Sign below if you DO NOT want your student to be involved in the schools one-to one computer program. Students not taking part in the program will have access to computers during school hours when assignments require technology.

Signature of Parent/Guardian Date

Signature of Student Date