

Wellington Elementary



Sparklers

2019-2020

Laptop Information and Technology Acceptable Use Policy

Wellington Elementary School Laptop Program

The focus of the Laptop Program at Wellington Elementary 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 be 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. TIP integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all laptops used at Wellington Elementary, 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

The laptop selected for use at the Wellington Elementary is the **Dell Chromebook models 3120,3180 and 3100**

2. RECEIVING YOUR LAPTOP

Laptops will be distributed each fall during the first week of school. **Parents & students must sign and return the Student Pledge document before the laptop can be issued to their child.**

Core classrooms will have two to three computer set up in them. Students who owe the school for non-warranty repairs will use these computers. The students will not be issued computers until all charges are taken care of.

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 Wellington ISD.

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 Department.

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. **Do not bend your screen back too far or carry your laptop by the screen.**
- Laptops should be shut down before moving them to conserve battery life.
- **Laptops must remain free of any writing, drawing, stickers, scotch tape or labels that are not the property of the WISD.**
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop battery charged for school.

3.2 Carrying Laptops

The protective bags provide laptops with 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 bag 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.

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 immediately phone parents to bring them 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 at the Technology Department.

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.

4.4 Screensavers

- Inappropriate media may not be used as a screensaver. Presence of 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.

4.5 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

4.6 Printing

Students who want to print on a home printer must ask the Technology Department to add their printer software to the laptop computer.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to Google Drive

Students will be logging onto our Google Drive in order to back up their work. Students will have their own user account and folder on Google with ample space to back up any school-related work.

The laptops will be set up with a **Google Drive** in which students should save their work. The **Google Drive** will contain a copy of all student documents saved to the Drive while they have internet access.

When a student adds a document to the Google Drive while working at home or away from school, that document is automatically saved to the student's own Google Drive.

Additional folders in the **Google Drive** may be created or added by the student. All student work should be stored in one of the **Google Drive** folders.

Only files stored in the **Google Drive** will be automatically synchronized and saved. Assignments for the student's classes will be found in Google Drive using the class code provided by the teacher. Google Drive can be accessed at any location where there is internet access.

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 such as a flash drive or external hard drive.

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 WISD must remain on the laptop in usable condition and be easily accessible at all times.

The laptop is supplied with Chrome OS operating system and with additional software.

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 license allotment.

6.2 Virus Protection

The laptop has anti-virus protection software. This software will scan the hard drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server also has virus protection software installed.

6.3 Additional 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 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.
- Violent games and computer images containing obscene or pornographic material are banned.

6.4 Inspection

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

6.5 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the technician will reformat the hard drive. Authorized software will be reinstalled and the data files resynchronized from Google Drive. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image. The school does not accept responsibility for music or video files that may be lost due to a re-format and re-image.

6.6 Software upgrades

Upgrade versions of licensed software are available from time to time. Chrome OS automatically updates as do most Chrome applications. Update timing is staggered so that it doesn't overload our network while machines are upgrading.

7. ACCEPTABLE USE

7.1 General Guidelines

- (1) 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 Wellington Junior High School.
- (2) Students are responsible for their ethical and educational use of the technology resources of Wellington Junior High School.
- (3) Access to Wellington Elementary technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Laptop Handbook and Technology Acceptable Use Policy.
- (4) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- (5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.

7.2 Privacy and Safety

- **Do not go into chat rooms or send chain letters unless instructed to do so..**
- **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 an administrator immediately so that such sites can be blocked and you will not be disciplined for breaking the student code of conduct. This is not merely a request; it is a responsibility.**

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 WISD Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to Level 2 or Level 3 consequences of the Student Code of Conduct. Violation of applicable state or federal law, including the Texas Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

7.4 E-mail & Chat Rooms

Email and CHAT rooms are not to be used at school without teacher permission.

If you choose to email from your computer while at home:

- Always use appropriate language.
- Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Students should maintain high integrity with regard to email content.

7.5 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 and Technology Acceptable Use Policy will result in disciplinary action as outlined in the Student Code of Conduct.

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. Contents of e-mail and network communications are governed by the Texas Open Records Act; proper authorities will be given access to their content.

8. PROTECTING & STORING YOUR LAPTOP COMPUTER

8.1 Laptop 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 and/or asset tag
- Individual User account name and password

8.2 Password Protection

Students are expected to keep their password confidential.

8.3 Storing Your Laptop

When students are not monitoring laptops, they should be stored in a locked room. Nothing should be placed on top of the laptop when stored in a locker. They should not be left on the desk. 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.

8.4 Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, commons, 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. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

9.1 Dell Warranty

This coverage is purchased by Wellington High School as part of the purchase price of the equipment. Dell warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. **The Dell warranty does not warrant against damage caused by misuse, abuse, or computer viruses.** Please report all laptop problems to the technology department. If the computer must be re-imaged due to virus or unauthorized tampering with the hard drive, the student will be charged \$15.00 per incident.

9.2 School District Technology Fee

School District Technology fee does not apply to students at Wellington Elementary.

9.4 Damage and or Loss

All damage must be reported to the Technology Department.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the Student Code of Conduct.

The District will work with the Sheriff's Office to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

10. LAPTOP TECHNICAL SUPPORT

The Technology Department 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
- Distribution of loaner laptops and batteries

11. LAPTOP FAQ'S

1. **Can I use the Dell laptop computer and software throughout my career at Wellington Elementary?** Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at Wellington Elementary. The available software will be usable in all Wellington Elementary grade levels. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

2. 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. The Wellington Elementary is also limited to provide maintenance service or assistance for only the Apple laptop. ***For these reasons, other laptop computers will not be used on the Wellington Elementary network at school.***

3. Can I have my laptop computer this summer? No. All laptops will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their laptops again at their orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and Wellington Elementary policy regarding the ethical use of computers.

4. What about insurance against theft or breakage through carelessness? Your laptop computer is very portable and very valuable, making it an attractive target for thieves. If the laptop is lost, stolen, burned or the student loses use of the computer for any reason, the student is responsible for the cost of replacing the computer.

The best policy 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.

5. Does Wellington Elementary provide maintenance on my Dell laptop computer? Yes. The Technology Department staff will coordinate maintenance for students. Students enrolled at Wellington Elementary will be covered by a maintenance agreement for items described in the Apple warranty agreement and Accidental Protection Plan. Please consult the warranty agreement so that you understand what is and what is not covered.

6. 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? WISD 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 in the technology department, the same area where you will go for service on your laptop computer. ***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.***

7. If I purchase software in addition to the available software provided through WISD, will the Technical staff load it for me? Yes. Students who qualify (those without discipline referrals for computer violations) will

be allowed to have appropriate software installed by the Technical staff.

8. **Do I need a printer?** If you want to connect to a printer at home with the school laptop, you will need to visit the Technology Department and ask to have your printer software installed.
9. **Will I need to buy a modem?** Only if the access you have at home is dial-up.
10. **How do I connect to the Internet at home?**
You may connect to the Internet using a wireless Ethernet connection. If you maintain a wireless home network, you must set the laptop to connect to your wireless connection.
11. **Will there be facilities to back up the files I create on my laptop?** Yes. When you save your documents to the Google Drive folder, your files are automatically saved to your account on a Google server
12. **What if I want to add options to my laptop later?** Only WISD 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 WISD 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 if defective. You will be responsible for charging your battery and proper battery maintenance. Batteries that are ruined by overcharging or freezing are the responsibility of the student.
15. **What has the school done to help prevent students from going to inappropriate sites?** We have two filter products provided by Region 16 ESC that are 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. In addition, each teacher has software on their laptops allowing access to view student's desktops. 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, administrator, or Technology Department immediately upon identification. Students who have "objectionable material" on their laptop but have failed or chosen not to report it will be referred to the Principal's Office. There is software in place that can monitor what students are doing and will be used to ensure that material that violates CIPA (Children's Internet Protection Act) isn't accessed at school.

17. **If the accessories to my laptop are lost or stolen, how much will it cost to replace them?** In the event that laptop accessories are stolen, you should report the lost items to the Technology Department or Principals' office. Each accessory is individually priced. Purchase of non-Dell accessories will not be accepted as satisfactory replacement for lost, damaged, or stolen accessories.

Accessory prices for the 2019-2020 school year are as follows:

Power cord	\$ 7.50
Charger	\$25.00

Use of Technology Resources Policy

Wellington High School

Purpose

Wellington Elementary is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the WISD technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the WISD.

Definition – Technology Resources

Wellington Elementary technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations

The use of Wellington Elementary technology resources is a privilege, not a right. The privilege of using the technology resources provided by WISD is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in Wellington High School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Wellington High School's Student Code of Conduct shall be applied to student infractions.

User Terms and Conditions

The use of Wellington High School's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of Wellington High School along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users (student or teacher) in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.
3. Prohibited technology resources activities include, but are not limited to, the following:
Computer Laptop Violations:
 - a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
 - b. Downloading or transmitting multi-player game, music, or video files using the school network.
 - c. Vandalizing, damaging, or disabling property of the school or another individual or organization.

- d. Accessing another individual's materials, information, or files without permission.
- e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
- f. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- g. Promoting or soliciting for illegal activities.
- h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- i. Violating copyright or other protected material laws.
- j. 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.
- k. Intentionally wasting school resources.

Consequences: 1st offense – Office intervention or 3 day computer laptop suspension
 2nd offense – 10 day computer laptop suspension
 3rd offense – Laptop suspended for remainder of quarter or not less than 10 days

Computer Network Violations:

- a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- b. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- c. Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
- d. Creating, uploading, or transmitting computer viruses.
- e. 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.

- 4. Wellington High School does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.
- 5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.
- 6. Any security or equipment problems arising from the use of technology resources must be reported to the Computer Technology Department or Principal's Office.

7. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.
- a. Computer batteries must be charged and ready for school each day.
 - b. Only labels or stickers approved by Wellington High School may be applied to the computer.
 - c. Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
 - d. Computers that malfunction or are damaged must first be reported to the Computer Technology Department located in the South Annex or Principal's Office. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use will be repaired with no cost or minimal cost to the student. **Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.**

Accidental laptop damage: Students who have recorded 3 or more instances of accidental laptop damage may be asked to check their laptop in at the Principal's Office 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 requested by the student's teacher.

- e. Computers that are stolen must be reported immediately to the Principal's Office and the police department.
- f. Individual school laptop computers and accessories must be returned to the WISD Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at WISD for any other reason must return their individual school laptop computer on the date of withdrawal or termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at WISD, 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 Collingsworth County Sheriff's Department.

Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Laptop Computer Protection plan and must return the computer and accessories to the WISD Technology Department in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

LAPTOP COMPUTER PROTECTION

Wellington High School recognizes that with the implementation of the laptop initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

Dell WARRANTY: This coverage is purchased by Wellington High School as part of the purchase price of the equipment. ***Dell warrants the laptops from defects in materials and workmanship.*** This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. The Apple warranty does not warrant against damage caused by misuse, abuse, or computer viruses.

School District Protection: The district does not provide protection over and above that available from the manufacturer.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent.** A copy of the police/fire report must be provided to the principal's office.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to laptops. Warranty, Accidental Damage Protection, or School District Laptop Protection **DOES NOT** cover intentional damage of the laptops.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Student Pledge for Laptop Use

1. I will take good care of my laptop and know that I will be issued the same laptop each year.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop since they may cause damage to the computer.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in the bag provided or an approved case.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District laptop.
11. I understand that my laptop is subject to inspection at any time without notice and remains the property of Wellington Elementary.
12. I will follow the policies outlined in the *Laptop Handbook* and the *Technology Acceptable Use Policy* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery, or laptop case in the event any of these items are lost or stolen.
16. I agree to return the District laptop and power cords in good working condition.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____