

Graham High School Student/Parent Laptop Agreement

1. Terms of the Laptop Loan Terms:

Students will pay a nonrefundable technology usage fee of \$50* (\$25 reduced lunch status, \$10, free lunch status), on or before taking possession of the property. You (student) will comply at all times with the Graham School District's Parent/Student Laptop Agreement and Student Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and the District may repossess the property.

2. Ownership:

GISD retains sole right of possession of the computer and grants permission to the student to use the computer according to the guidelines set forth in this document. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Student Acceptable Use Policy. GISD retains the right to collect and/or inspect the computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

3. Self Insurance and Repair Fees:

GISD uses the technology usage fee to self-insure the student 1:1 laptop program. Repairs to damaged equipment is the responsibility of the student/parent (repairs fees are listed below). GISD reserves the right to charge the student/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 equipment unattended and unlocked.
- Lending equipment to others
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.

If the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the District by the next school day after the occurrence. Students/Parents are responsible for reasonable cost of repair for deliberately damaged laptops (see below).

Repair Fees:

\$100 - 1st Liquid Damage will result in a discipline detention and loss of home use for 10 school days

Full cost of repair - Repeated Liquid Damage will result in a discipline detention and loss of home use for 30 school days

\$50 - 1st Damage / Loss of laptop case, keyboard, screen, etc.

\$50 - 1st Damage / Loss of charger adaptor

\$40 - 1st Damage/ Loss of computer bag

\$5 - Loss of student laptop tag

* * * 2nd / Repeated damage or loss the fee is double

* * * 3rd and all consequent damage or loss for the entire use cycle of the laptop the fee will be full cost of repair

Seniors must clear all records and pay all fees before participating in graduation ceremonies.

4. Loss or Damage:

In the case of theft, vandalism, and other criminal acts, a police report MUST be filed by the Student/Parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report is brought to the school. In the event the computer is lost or stolen, the Student/Parent will be billed the full cost of replacement. Student will be charged the Fair Market Value of the laptop without a police report. Students/Parents are responsible for reasonable cost of repair or replacement of deliberately damaged or lost laptops, chargers, and bags.

Fair Market Value

Age of Laptop Value:

1 year or less \$ 1000.

2 years \$ 900.

3 years \$ 800.

4 years \$ 700.

Graham High School Student/Parent Laptop Agreement

5. DISCIPLINE / FINES:

Any student who violates these rules will be subject to disciplinary action. Laptop taken by administration may be reimaged and the student charged \$25.00 to regain the laptop. Re-imaging the laptop will result in the loss of ALL personal data. Serious or repeated violations will result in the student's use of technology restrict and/or revoked.

- 1) **No Bag Violation:** Any student found not using their supplied computer bag will have their laptop taken and pay a fine of \$10. ALL infractions will result in a discipline including detention and loss of home use for 10 school days.
- 2) **Food or drink Violation:** Any student MacBook found on a table with any food or drink will have their laptop taken and pay a fine of \$10. ALL infractions will result in a discipline including detention and loss of home use for 10 school days.
- 3) **Unattended MacBook Violation:** Any unattended student MacBook found will be taken to the MacShop, and pay a fine of \$10. ALL infractions will result in a discipline including detention and loss of home use for 10 school days.

6. RESPONSIBILITY FOR PROPERTY

- Treat this equipment with as much care as if it were your own property.
- Report any damage to the laptop immediately to the MacShop
- Keep the equipment clean.
- Only use laptops on a clean hard elevated surface.
- Bring the laptop fully charged to GISD during every school day. (Loaners are NOT provided.)
- Laptop bags must have the GISD supplied nametag attached at all times.
- Chargers should NOT be brought to school (*this reduces expense due unnecessary ware and tare*)
- Laptops can be left on around the clock. RESTARTING ONE TIME PER WEEK IS RECOMMENDED.
- Keep the laptop should be stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity.
- Laptops 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 laptop in school vehicles, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen.
- Avoid storing the laptop in a car other than in a locked trunk. Avoid leaving the laptop in environments with excessively hot or cold temperatures. For example, warm days make very hot cars or starting up the laptop when it is cold causing condensation inside the laptop.
- Do not let anyone use your assigned laptop other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned computer will be your full responsibility.
- Adhere to GISD Student Acceptable Use Policy at all times and in all locations.
- Follow general care and maintenance alerts from school technology personnel.
- **DO NOT** leave equipment in an unlocked car or unlocked home.
- **DO NOT** leave equipment unattended or unlocked while at school or elsewhere.
- **DO NOT** lend equipment to anyone except one's parents.
- **DO NOT** use equipment in an unsafe environment.
- **DO NOT** Attempt to change the configuration of the laptop.
- **DO NOT** share passwords or usernames with others
- **DO NOT** Video staff or students without their consent or knowledge, this includes: webcams, laptops, cameras, cell phones or any other digital devices
- Students may bring in their own laptops from home to use at school only with approval by the Technology Staff or building Principal.

Graham High School Student/Parent Laptop Agreement

7. General Care

DO NOT attempt to remove or change the physical structure of the laptop, including the keys, screen, or casing. Student/Parent will be responsible for 100 percent of the repair or replacement cost. Here are some examples:

- Keys are ripped off
- Charging port is pulled back out after it has been pushed in, not allowing the laptop to take a charge.
- Do not remove or interfere with the serial number or any identification placed on the laptop or charger.
- NEVER use or set the laptop on the floor. Only use laptops on a clean hard elevated surface.
- Don't have food or drink on the same table when using the computer.
- Do not do anything to the laptop that will permanently alter it in any way.
- Do not put stickers or use any type of markers on the laptop.
- Laptop skins may be used but must be approved by the GHS Technology and the following guidelines must be followed:
- Laptop skins purchased must fit the computer properly: Apple MacBook Air 13 inch.

8. Screen Care

The computer screen can be easily damaged if proper care is not taken. Never leave any object on the keyboard. Pens, pencils or cord left on the keyboard are guaranteed to crack the screen when the lid is closed. Screens are particularly sensitive to damage from excessive pressure. Do not touch the computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners. **DO NOT USE WINDOW CLEANER** (e.g. Windex). Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens. The MacShop supplies cleaner wipes.

9. How To Handle Problems

Promptly report any problems to the GISD Technology Staff or Technology Coordinator. Don't force anything (e.g., connections, popped-off keys). Seek help instead. When in doubt, ask for help in the MacShop.

10. Repossession

If you do not timely and fully comply with all terms of this Agreement, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

11. Term of Agreement:

Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

12. Appropriation:

Your failure to return the property in a timely manner and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

13. Unacceptable / Illegal File Sharing

The installation and/or use of any Internet- based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like Popcorn time and other Torrents are prohibited. Illegal sharing of copyrighted material (music, video and images) is strictly prohibited.

14. Classroom Assignments and Websites

Classes may have online assignments posted on the GISD website which can be accessed through any computer with Internet Access. Talk with your student's teachers about the availability of coursework and assignments on the Districts' website.

15. Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network, but may be unprotected at home.

Students are in violation of district policy if they access these sites through proxies. Parents may want to restrict their home access. Reference GISD Website: *Internet Safety Tips for Parents*

16. Screensavers

Inappropriate media may not be used as a screensaver. Presence of weapons, pornographic materials, inappropriate

Graham High School Student/Parent Laptop Agreement

language, alcohol, drugs, gang-related symbols or pictures will result in disciplinary actions.

17. Sound

Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes. No headphones except for instructional purposes.

18. Deleting Files

Do not delete any system folders or files that you did not create or that you do not recognize. Deletion of certain files will result in computer failure and will interfere with your ability to complete class work and may affect your grades.

19. Music, Games, or Programs

- Any music downloaded or streamed over the Internet must be **appropriate** as per District policy.
- Any games streamed over the Internet must be **appropriate** as per District policy.
- Decisions regarding **appropriate** music and games will be at the discretion of the Campus Administration and the GISD Technology Department.
- Wasting school resources through the improper use of the computer system(s) is NOT allowed.
- All software on the system must be District approved and installed by the Technology Department.
- All copyright laws will be enforced.
- There is a \$25 re-imaging charge to remove any of the above items. **Re-imaging the laptop will result in the loss of ALL personal data.**

20. Unauthorized Access

Reference District and Student AUP

21. Transporting Laptops

- Laptops must be transported **ONLY** in school-provided bags.
- Laptop bags must have the GISD supplied nametag attached at all times.
- Laptops do **NOT** have to be shut down (turned off) between classes.
- Laptops should **be fully charged prior to arriving at school each day.**
- **Chargers should NOT be brought to school**
- Laptops can be left on around the clock. RESTARTING ONE TIME PER WEEK IS RECOMMENDED.
- Laptops are **NOT** to be used while on the school bus

I HAVE REVIEWED AND AGREE TO THE GRAHAM HIGH SCHOOL STUDENT/PARENT LAPTOP AGREEMENT AND THE GISD STUDENT ACCEPTABLE USE POLICY FOR TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATION SYSTEM. <http://www.grahamisd.com>