

FHTMS Laptop Contract

Please Note: Documents referred to in this contract can be viewed at <http://tiny.cc/sb121>

I, _____, will:

(Student's full name, printed)

- **Follow the guidelines in the Student Handbook, the District [Responsible Use of Information Technology Policy](#), and any relevant state and/or federal laws.**
- **Use school computers for educational purposes in a safe, legal, ethical, and responsible manner. I will not do anything with school computers that impacts anyone else's happiness, safety, or privacy.**
- Play only school-appropriate computer games--at school if I have my teacher's permission or at home if I have my parent's permission. Students and parents should be mindful of the District's standards around violence, harassment, bullying, and other anti-social behavior.
- Maintain system software settings as configured by IT unless told to change them by a teacher or a District IT technician.
- Customize the personal settings on the laptop only in reasonable ways.
 - For example, I may change the "wallpaper" or the cursor, but I will not make changes that are inappropriate for school or will be distracting to others. I will not make any changes that will damage the laptop. I will not customize the settings on other school computers.
 - If I have any questions about the appropriateness of any customization, I will check with a teacher. If requested by an adult to reset any customizations to the default, I will do so.
- Handle the laptop (and any school computer) with care, keeping it clean, dry, away from food and drink, and shielding it from extreme hot or cold temperatures.
- Use the laptop on a stable platform such as a desk or table and not on a soft surface like a bed, which will block the cooling vents and cause it to overheat.
- Always keep the laptop in a protective sleeve, a laptop case, or a padded backpack when it's not in use.
- Not attach stickers to (unless directed to do so by a teacher or other District staff person), write on, or otherwise deface the laptop.
- Always have the laptop in my personal possession, in the care of a teacher or another responsible adult, or in a secure location (e.g., my locker).
- Not trade laptops, chargers, or batteries with another student.
- Ensure that the laptop battery is fully charged and re-start the laptop (so that it connects to the school network) at the beginning of each school day.
- Notify my teacher, librarian, or District IT staff immediately if the white SBSB Asset # sticker on the bottom of the laptop begins to peel off or is damaged or missing.
- Notify my teacher, librarian, or District IT staff immediately if my laptop is damaged, lost, or stolen.
 - I will not attempt to repair a damaged laptop or have someone other than District staff repair it.
- Keep my personal information private, i.e., I will not share my birthday, password, social security number, address, or phone number(s).
- Exercise caution when reading email and visiting web sites in order to minimize the impact of viruses.
- Not use a school computer to circumvent (go around) or violate copyright laws, or to steal software, movies, music, or any other type of protected media.

- Not use tools that prevent the web browser from logging my browsing history.
- Not delete the browsing history, unless told to do so by a teacher or a District IT technician.
- Print only when necessary. I will check the printer settings and use print preview BEFORE I print. I will not repeatedly send the same document to the printer—if a document doesn't print the first time, I will determine why before trying to print it again.
- Return the laptop at the end of the school year, or any other time as requested, for maintenance and software updates.

I understand that:

- the laptop is issued to me for my use, but that it is school property. I realize that District staff may inspect the laptop at any time.
- the District has a Complete Care Warranty from Dell which covers repairs for damage to the laptop resulting from *accidental* drops or spills, **once** per school year. This warranty does NOT cover intentionally damaged, lost, or stolen laptops or lost, stolen, or damaged AC power adapters or batteries.
- if there is a second incidence of accidental damage of a laptop in one year, I may be liable for repairs.
- I may be liable for the current replacement cost of laptops, power adapters, and batteries for damage or loss not covered by warranty. (Estimated replacement costs are laptop: \$850, power adapter: \$55, battery: \$130.)
- I should back up my data daily (e.g., using Google Drive or an SD card). Neither IT nor my teachers are responsible for lost files should I fail to do this.

I agree to abide by all the provisions of the Student Handbook, the District Responsible Use of Information Technology Policy, and this contract. I understand that the use of technology and the Internet at SBSB is a privilege, not a right, and that inappropriate use may result in loss of privileges.

Student's Signature _____ Date _____

I will encourage my student to abide by all the provisions of the Student Handbook, the District Responsible Use of Information Technology Policy, and this contract. I understand that the use of technology and the Internet at SBSB is a privilege, not a right, and that inappropriate use may result in loss of privileges.

Parent/Guardian's Signature _____ Date _____

It is not absolutely necessary that students take their laptops home. On the other hand, it can be very helpful as the laptops have all the software that the students use in school. To grant permission to your student to take the laptop home, please sign the following:

I have discussed the additional responsibilities that come with taking a laptop off campus with my student. I give my permission for my student to bring the school-issued laptop home during the school year.

Parent/Guardian's Signature _____ Date _____