South Burlington High School Laptop Contract

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

I, ____________________________ (Student’s full name, printed), will:

- 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 primarily for educational purposes in a safe, legal, ethical, and responsible manner. I will not do anything with school computers that impact anyone else’s happiness, safety, or privacy.
- Install additional software or uninstall software ONLY if approved by a teacher or District IT staff, except:
  - I may install upgrades to the Windows operating system and any software that came installed on the laptop.
  - My parents and I may install software to manage the laptop at home.
  - I may install and play school-appropriate computer games if I have my parent’s permission to do so. Students and parents should be mindful of the District’s standards around violence, harassment, bullying, and other antisocial 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.
- 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 may cause it to overheat.
- Whenever possible, keep the laptop in a protective sleeve, a laptop case, or a padded backpack when it’s not in use.
- Only attach non-adhesive stickers (that can easily be removed such as those from www.stickergenius.com) to the laptop and remove them before turning in the laptop at the end of my senior year.
- Not 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 District IT staff immediately if the white SBSD Asset # sticker on the bottom of the laptop begins to peel off or is damaged or missing.
- Notify District IT staff immediately if my laptop is damaged, lost, or stolen.
● Not attempt to repair a damaged laptop or have someone other than District staff repair it.
● Keep my personal information private, e.g., I will not share my birthday, password, social security number, address, or phone number(s).
● Exercise caution when reading email and visiting websites 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, use print preview BEFORE I print, and troubleshoot problems if a document doesn't print the first time.

I understand that:

● the laptop is school property, issued to me for my use, and may be inspected by District staff at any time for any reason.
● 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.
● 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 must return the laptop, battery, and AC charger before or on the last day of exams—even if I will be using the laptop during the summer—for inventory, maintenance, and software updates.

We (student and parent/guardian) agree to abide by all the provisions of the Student Handbook, the District Responsible Use of Information Technology Policy, and this contract. We understand that the use of technology and the Internet at SBSD is a privilege, not a right, and that inappropriate use may result in loss of privileges.

I, the parent, 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.

Student’s Signature ___________________________________________ Date ______________

Parent/Guardian’s Signature _______________________________________ Date ______________