

East Butler Public Schools
Tigers 24 LAPTOP AGREEMENT

This Agreement represents an outline of the Laptop Policies & Procedures. By signing this Agreement, students and parents/guardians agree to follow the Policies & Procedures. Students and parents/guardians are encouraged to read and understand these Policies & Procedures prior to signing this Agreement.

Student Responsibilities

- I agree to abide by the computer use Policies & Procedures in the student handbook and abide by all local, state, and federal laws.
- I agree that my use of District technology is for educational purposes only.
- I agree that use of District technology is a privilege, and that I am responsible for the proper care of the computer that is assigned to me, as well as any other District technology equipment I am allowed to use.
- I agree to keep all accounts and passwords assigned to me secure and will not share these with any other students. This includes passwords for email and network access.
- I agree that I will never share personal information over the Internet. In addition, if I am asked for personal information or harassed in any way I agree to report it immediately to my parents, teacher, or staff member.
- I agree that I will not install, download, or otherwise utilize any software that is not authorized by the District Technology Department.
- I will not remove programs or files from the MacBook.
- I will honor my family's values when using the MacBook.
- I will treat the MacBook Pro with care by not dropping it, leaving it outdoors, or using it with food or drink nearby.
- I will bring my fully charged MacBook Pro to school every day.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will return the MacBook Pro when requested and upon my withdrawal from East Butler Public Schools.
- I will comply with all copyright laws.
- I will place the MacBook Pro in its protective bag when not in use and when it is being moved.
- I understand that I need to sync all files with the server, and that this will be my responsibility, as it is not automatic. Movie, music, and picture files will not be backed up to the server. These files should be backed up to other sources, such as a jump drive or CD.

Parent Responsibilities

- I will supervise my student's use of the MacBook Pro at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my student's use of the Internet and email.
- I will not attempt to repair the MacBook Pro nor will I attempt to clean it with anything other than a soft cloth.
- I will report to the school any problems with the MacBook Pro.
- I will not load or delete any software from the MacBook.
- I will make sure my student recharges the MacBook Pro battery nightly.
- I will make sure my student brings the MacBook Pro to school every day.
- I understand that if my student comes to school without her/his laptop there may be academic or disciplinary actions.
- I agree to make sure that the MacBook Pro is returned to the school when requested and upon my student's withdrawal from East Butler Public Schools.



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My signature, and that of my parent or guardian, acknowledges receipt of agreement and to abide by the terms of the Student Laptop agreement. **Only one student per form.**

Student Signature

Date

Parent/Guardian Signature

Date

Please read the below information regarding the student's protection against damage & loss of the loaned computer equipment in your care. *This form must be completed and marked Yes or No before the computer will be provided to the student.*

Coverage & Benefit

This agreement covers the computer loaned to the student against accidental damage or loss. Parents/Guardians/Student agrees to pay the first \$100.00 less the \$35.00 deposit plus half of the remaining cost to repair or replace the computer. For each subsequent damage or loss, the Parents/Guardians/Student agrees to pay the first \$100.00 plus half of the remaining cost to repair or replace the computer. Accessories valued at less than \$35.00 are not covered. Coverage is 24 hours a day. If the damage is determined to be non-accidental, the Parents/Guardians/Student agrees to pay for the total cost to repair or replace the computer. Total value will be determined at the time of loss or damage.

Effective & Expiration Dates

This coverage is effective from the date this request form and premium payment are received by the school through the date at which the computer is requested to be returned in good working order to the school.

Premium

The total premium cost is \$35.00 per computer per school year. Partial semesters are not refundable.

It is agreed & understood that 1) East Butler Public Schools will offer coverage to all students, 2) a separate application will be needed for each computer covered.

My signature, and that of my parent or guardian, acknowledges receipt of and agreement to abide by the terms of the computer use Policies and Procedures while using the school issued laptop.

Student signature

Date

Parent/guardian signature

Date

Laptop Checkout

Please initial each part to show you have received each part.

_____ Bag with working zippers and Bag strap

_____ Power Adapter (charger)

_____ Long extension cable with 3rd prong

_____ Laptop

Student Signature: _____ Date: _____ Staff: _____