

Hebron Middle School

Laptop Computer Use Agreement

Introduction

The laptop and computer bag that will be issued to you are the property of MSD of Boone Twp. This computer is on loan to the student and must be used in accordance with the policies and procedures in this document, the HMS handbook, the MSD of Boone Twp. Acceptable Use Policy, and any applicable laws. The use of this computer, as well as access to the computer network, the Internet and email are a privilege not a right.

Student Responsibilities

A. Use and Security

Adhere to rules in our Acceptable Use Policy, found in the Hebron Middle School Handbook, at all times. Inappropriate use of this device away from school is still considered a violation of our Acceptable Use Policy.

1. Do not share or swap your laptop with other students. Do not allow others aside from school personnel to operate your laptop.
2. Do not share your usernames or passwords except with your parents.
3. Students are responsible for saving or backing up data either on a flash drive or in the cloud. Should a problem arise, student machines will be reimaged removing all data from the device.
4. Students should only use their laptops under adult supervision both at school and away from school.
5. Completely shut down your computer before closing it when you are finished using it and before placing it in your bag.

B. Internet, Email, and Network Use

Students and parents/guardians understand that the MSD of Boone Twp. does not have control over information found on the Internet. While every attempt is made to block access to inappropriate materials while the student is at school, the district is not able to completely monitor student usage of the computer while at home. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.

1. Students have no expectation of confidentiality or privacy with respect to any usage of a device or accounts whether that use is for district related or personal uses, other than those specifically provided by law. The district without prior notice or consent may monitor or access student use of the device at any time for any reason related to the operation of the district.
2. Erasing your history is an admission of guilt.
3. School accounts and devices may not be used for social media, purchasing, or other uses that are not specifically for school purposes.

4. Altering the setup or content of the device (downloading) must be approved and completed with the assistance of teachers and/or technology staff.

C. Care and Condition

1. Students should bring their laptops, fully charged to school each day in the case provided. Chargers cannot be used at school.
2. Laptops should be transported and stored in the case provided as well as appropriately placed in lockers or designated areas when students are participating in activities not conducive to using their laptops. Laptops should not be taken to the gym or cafeteria unless specifically instructed to do so.
3. Laptops should be kept clean and free of marks, stickers, engraving, or other defacing.
4. School issued bar codes should remain unaltered. Any damage to these codes should be reported immediately, so they can be replaced.
5. Students should not use their laptops while being transported or on anything other than a flat and stable surface.
6. Laptops should be protected from extreme heat, extreme cold, weather, liquids, food and pets.
7. Laptops should not be stored in locked cars or with heavy objects like textbooks on top of them. Do not place laptops on or under soft items such as pillows, chairs, sofa cushions or blankets to avoid overheating.
8. Damages and repairs should be completed by school personnel ONLY. Students should provide a detailed account of the problems/damage to assist technology staff.
9. Report theft to administrators immediately. Administrators will file a report with the police.

Parent Responsibilities

- A. All parents/guardians are required to attend an orientation.
- B. Monitor student computer and Internet use away from school.
- C. Support/enforce district policies, procedures and guidelines stated in the AUP and this document at home.

Damage or Loss of Equipment

- A. Students should report damage or loss immediately to teachers or in the Media Center.
- B. Insurance and deductibles:

MSD of Boone Twp. has purchased insurance for this device. The copy of the insurance policy can be obtained in the Superintendent's office or the HMS office. **The insurance coverage is subject to a \$100 deductible per claim. The deductible is the financial responsibility of the student/parent.**

Coverage provided by GoCare Warranty, Inc.

Coverage type: Accident + Extended Warranty + Theft

DEFINITIONS:

- "Failure" means Mechanical or Electrical Failure of Covered Product with the inability to operate due to a faulty part or workmanship when operated according to the manufacturer's instructions.
- "Loss" means loss of usage due to Failure or Accident.
- "Lost" means loss of usage due to the device mysteriously disappearing and without sufficient evidence to establish the incident as "Theft."
- "Theft" means the unlawful taking of the Covered Product belonging to You, without Your consent, with the intent to deprive You of the value of the Covered Product. This includes Burglary and Robbery, subject to the exclusions set forth in this document.
- "Accident" means damage affecting the normal operation of your device due to an incident that was not reasonably preventable.
- "Mysterious Disappearance" means the vanishing of the Covered Product that cannot be explained. This includes a Covered Product that has been lost or misplaced. Mere disappearance of property, such as an article dropped from a boat, is not covered, since the disappearance is not mysterious.
- "Normal Use" means using your device in a manner that is proper, careful, protective and in accordance with any equipment usage guidelines provided by the manufacturer.
- "Accident" means damage affecting the normal operation of your device due to an incident that is

WHAT IS COVERED:

- Accidental Damage from normal use including but not limited to drops, cracks, liquid spills, liquid submersion, and any damage that is caused by accident during the term of your GoCare plan.
- Mechanical and electrical normal use failures that occur during the term of your plan.
- Theft coverage

WHAT IS NOT COVERED:

- Mysterious loss or disappearance of a device
- Pre-existing conditions or damage that occurs prior to the effective date of your coverage
- Altered or different serial, MEID or IMEI #'s to make the device appear to be the original covered device.
- Devices with Bad or blacklisted MEID or IMEI #'s, listed as Lost or Stolen.
- Accessories such as cases, headphones, docking stations, etc.
- Act of war, civil uprising, or confiscation by a governmental agency.
- Intentional abuse, recklessness, illegal acts or damage caused by extreme sports or extreme activities.
- Any software related issues or data on the device. You are advised to back up your data if possible before sending in your device for repair.
- Improper power supply, unauthorized repairs or internal hardware modifications, nuclear disaster, animal or insect infestation and rust.
- Cosmetic damage to the device such as surface scratches and other superficial damage that does not affect the performance of the device.
- For extended warranty coverage, items that would not have been covered by your original manufacturer's warranty.

Consequences of Inappropriate Use

The use of any school technology is a privilege and not a right. Students are expected to use their computer in accordance with the guidelines in this agreement and all HMS and MSD of Boone Twp. Corporation Policies. Failure to use this computer in an appropriate manner will result in the following consequences, as determined by the staff and administration.

- Limit student use or access privileges
- Loss of the privilege of using the computer at home
- Financial restitution
- Suspension from school
- Expulsion from school
- Civil or criminal liability under applicable laws

Consequences for Inappropriate Maintenance and Care

Students who do not properly maintain and care for their laptops will be subject to disciplinary action. Offenses include but are not limited to not bringing their device fully charged, improper storage, neglectful or intentional damage. See *Student Responsibilities, C. Care and Condition*.

Consequences may include but are not limited to:

- Warning
- Detentions
- Friday School
- Suspension

*This is in addition to any financial restitution for repairs or replacement.