



Parent Responsibilities and Terms

Your child has been loaned one laptop, charger and bag ("Equipment") to improve and personalize his/her education. It is essential that the St. Ansgar Community School District's requirements be followed to ensure the safe, efficient and ethical operation of the district's computer. **In order for your child to use the laptop in class and to take it home, you must be willing to accept the following terms and responsibilities:**

- Will discuss the District's Laptop Agreement and Responsibilities and Rules regarding use, and will supervise my student's use of the Internet and email
- Will supervise my child's use of the laptop at home and will not permit unauthorized use
- Will make sure my student takes the proper steps to keep the laptop safe and in good condition
- Will make sure my child charges the laptop battery nightly
- Will make sure my child brings the laptop to school each day and will keep it in a secure location when not in use (locked up when possible)
- Will understand that if my child comes to school without his/her computer, that he/she may not be able to participate in classroom activities, and his/her grade could be affected as a result
- Will report to the school any problems, damage, or loss of the laptop
- Will not attempt to repair the laptop, nor will I attempt to clean it with anything other than a soft, dry cloth
- Will not change or attempt to change the configuration of software or hardware, except as may be authorized by the District
- Will not download or attempt to install any programs from the Internet or other sources
- Will not remove any program or files on the laptop except for personal documents of my child
- Will agree to make sure that the laptop is returned to the District when requested by the District, or upon my student's withdrawal from the District

Student Responsibilities and Terms

Your laptop should be used for EDUCATIONAL PURPOSES ONLY while in school. In order to use the laptop in class and to take it home, you must be willing to accept the following terms and responsibilities:

- Will read the District's Laptop Agreement and Responsibilities and Rules and discuss with my parent/guardian
- Will follow the policies/rules of the District, and abide by all local, state, and federal laws/regulations, when using the laptop at home, at school, and anywhere else I may take it
- Will recharge the laptop nightly and begin the school day with a fully charged battery

Laptop Responsibilities And Rules

Student Responsibilities and Terms (continued)

- Will bring the laptop to school every day and understand that if I do not bring my laptop to school, I may not be able to participate in classroom activities, and my grades could be affected as a result
- Will keep the laptop in a secure location when not in use (locked up when possible)
- Will keep the laptop in its assigned protective case at all times when not being used and when it is being moved
- Will treat the laptop with care by not dropping it, getting it wet, leaving it outdoors, leaving it in a car in extreme weather conditions, or using it with food or drink nearby
- Will report to the school any problems, damage, or loss of the laptop
- Will not lend the laptop to anyone, not even my friends or siblings; it will stay in my possession at all times
- Will keep all accounts and passwords assigned to me secure, and will not share these with any other persons
- Will not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information
- Will not give out personal information, such as name, address, photo, or other identifying information online
- Will not load or delete any software on/from the laptop, except as may be authorized by the District
- Will not use the laptop to record (audio or visual) others without their permission
- Will use appropriate language in all communications
- Will abide by copyright laws
- Will agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible school-related communication, consistent with the District's requirements regarding use. These email accounts are the property of the District
- Will understand that the laptop is running through the District's filtering system at all times and is provided for academic use of all students and staff; and agree to take no action that would interfere with the efficient, academic use of the network
- Will be held accountable for all activity reported to the Technology Coordinator regardless of my location at the time of any inappropriate activity
- Will not change or attempt to change the configuration of software or hardware, except as may be authorized by the District
- Will not download or attempt to install any programs from the Internet or other sources
- Will regularly back up my files and understand the district is not responsible for any lost files or other materials
- Will understand the District is not responsible for any computer/electronic viruses that may be transferred to or from the student's flash drive or other storage medium
- Will not remove or attempt to remove identification tags on the laptop or deface with stickers, markings, etc.
- Will properly wrap the charger cord. You must leave a small loop in the cord before wrapping it around the charger "wings"
- Will not attempt to repair or clean the laptop
- Will return the laptop when requested by the District, or upon my withdrawal from the District

Failure to abide by the above guidelines will result in the student losing the privilege of using the laptop