



# Dolores MS/HS One-to-One Laptop Procedures, Rules, and Agreement Form

Each Dolores High School student will be issued a computer & power adapter in August of 2018. Please read the rules and procedures below and understand that by signing, you as a parent or guardian and your student are assuming financial responsibility for the laptop and power cord supplied by the Dolores School District.

## I. Receiving the Laptop

Parents & students must read, sign, and return this document and the Internet Acceptable Use Policy before a laptop can be assigned to the student.

### 1.1 Receiving Your Laptop

- Students will be assigned the same computer until they finish their senior year.
- Every user must respect the security and privacy of others. The student's connection to the Internet will be filtered in accordance with school filter policy and required CIPPA compliance. The laptop is configured to apply the filter independent of connection location (inside or outside of school). Bypassing or attempting to bypass the filtering system is prohibited.
- Violations of any provision of this policy may result in disciplinary action including: student conference, parent contact, conference with parent, revocation of computer access and use, detention, suspension, contact with Law Enforcement Agencies, and criminal charges.

### 1.2 End of the Year Laptop Return

- Laptops and power cords will be returned during the final checkout on the last day of school. If a student transfers out of the Dolores School District during the school year, the laptop will be returned at that time.

### 1.3 Damaged or Missing Equipment

- Any damaged or missing equipment/accessories not noted at checkout will be charged to the student. If your laptop is damaged, immediately contact the DHS office. Each damage claim will be reviewed. If damage is considered the result of abuse or negligence, the user will be charged fees for damages and repairs before a new laptop is issued.
- If a student does not check in the laptop computer or power adapter at the end of the school year, her/his parents will be billed for the full replacement cost of the equipment.

## II. Acceptable Use

Students will be held responsible for maintaining their individual school computers and keeping them in good working order. Laptops are intended for use at school each day. Students must be responsible to bring their laptop to all classes, unless specifically instructed not to do so by their teacher. Students should not let others borrow their laptop or power adapter, as he/she is responsible for them.

### 2.1 General Rules

- No food or drink is allowed next to your laptop while it is in use.
- Do not let others borrow the laptop or power adapter
- Laptops should always be protected from the extreme heat and cold as well as the weather.
- If exposed to cold conditions for an extended period of time, let it warm up to room temperature before turning it on.
- The computer and all accessories should be kept clean and free of marks at all times. Applying stickers, writing, drawing, engraving or otherwise defacing the laptop and/or accessories is not allowed.
- Students are responsible for keeping their laptop's battery charged for school each day.

### 2.2 Inspection / Monitoring

- Students may be selected at random to provide their laptop for inspection.
- Student activity on the assigned laptop may be monitored and internet activity is logged.

### 2.3 Laptop Damage or Theft

- Computers that malfunction, encounter problems, or are damaged must be reported to the office. The school district will be responsible for repairing computers that fail from a result of normal use. Students will be entirely responsible for the cost of repairs to laptops that are damaged intentionally or through carelessness or negligence

- Laptops that are stolen must be reported immediately to the office.
- If the student is concluded to be negligent for the loss of a computer, a replacement fee for the full cost of the equipment may be assessed. Lost or stolen equipment will be billed to the student at the current replacement cost.

**2.4 Cyberbullying**

- Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, text messages, images, or web site/social media postings, including blogs.
- The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyberbullying are unacceptable and viewed as a violation of this policy.

**2.5 Infractions of any rules may result in the following consequences**

- Rules infractions may result in losing the option of taking laptop home or complete loss of computer privileges.

**We have read and understood the policies. We understand that monitoring and enforcement of these policies and acceptable/safe use including Internet practices of school district property is the students' and parent/guardians' responsibility. We agree that Dolores High School shall not be held liable in any way for the actions of those who have been loaned equipment or given access to Dolores School technology. We understand that by signing below we are assuming financial responsibility for the laptop and will provide proper care for the laptop and power cord.**

Student Name (Please Print) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

**I will not be checking out a school computer.**

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Individual school laptop computers and accessories must be returned to DHS at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at DHS for any other reason must return their individual school laptop computer on the date of termination.**

<b>Repair/ Replacement Item</b>	<b>Cost</b>
Full Chromebook Replacement (Laptop less than 1 year old)	\$190
Full Chromebook Replacement (Older than 1 year)	\$50-\$125 (depending on age of Chromebook)
Screen Replacement	\$50
Power Cord Replacement	\$25
Cleaning and sticker removal	\$20
Missing Keyboard keys	up to \$5 per missing key