

## East Union Computer Responsibilities and Terms Agreement 2017-2018

### Parent Responsibilities and Terms

Your student has been loaned a Laptop Computer computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- ★ I will read the Acceptable Use Policy and discuss it with my student(s)
- ★ 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 make sure my student charges the Laptop Computer nightly and begins the school day with a fully charged battery
- ★ I will make sure my student brings the Laptop Computer to school each day and keeps it locked in their locker when not using it for a class
- ★ I will not attempt to repair the Laptop Computer
- ★ I will report any problems or damage to the Laptop Computer to the Technology Department
- ★ I will report loss/theft of Laptop Computer to school and proper authorities (police) within 24 hours
- ★ I will not change or attempt to change the configuration of software or hardware
- ★ I will not download or attempt to install any programs or files from the Internet or other sources
- ★ I will not remove any program or files on the Laptop Computer except for personal documents of my student
- ★ I agree to make sure that the Laptop Computer is returned to the school when requested and upon my son's/daughter's withdrawal from East Union Community School.

### Student Responsibilities and Terms

Your Laptop Computer is an important tool and should be used for EDUCATIONAL PURPOSES ONLY. **In order to use the Laptop Computer in class and to take it home, you must be willing to accept the following terms and responsibilities:**

- ★ I will read the Acceptable Use Policy and discuss it with my parent/guardian
- ★ I will adhere to the terms of the East Union Community School Acceptable Use Policy and District guidelines each time the Laptop Computer is used, at home or at school
- ★ I will recharge the Laptop Computer nightly and begin the school day with a fully charged battery
- ★ I will bring the Laptop Computer to school each day and keep it in a secured location when not using it for a class
- ★ I will make the Laptop Computer available for inspection by an administrator or other staff member upon request
- ★ I will use appropriate language in all communications
- ★ I will abide by copyright laws
- ★ I will not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information
- ★ I will not give out personal information, such as name, address, photo, or other identifying information online
- ★ I will report loss/theft of Laptop Computer to parents, school and proper authorities (police) within 24 hours
- ★ I will not use the Laptop Computer to record (audio or visual) others without their permission
- ★ I will not download or attempt to install any programs or files from the Internet or other sources without permission
- ★ I will not change or attempt to change the configuration of, install, or remove software or hardware or remove or attempt to remove identification tags on the Laptop Computer or deface with stickers, marking pens, etc.
- ★ I will not attempt to repair, alter or make additions to the Laptop Computer
- ★ I will report all problems and damage immediately to the Technology Department
- ★ I will regularly back up my files to Google Docs or a USB device.

The undersigned acknowledge the failure to timely return the loaned computer/power supply/and bag when scheduled or when requested shall result in liability by both parent and child for the value of the loaned computer. The parties acknowledge the value of the MacBook Air shall be approximately \$900 and the Chromebook shall be approximately \$300. Parents are signing this agreement as guarantors for the child/children.

Iowa Code and Board Policy allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower's use of the District Property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by East Union Community School.

I agree to follow the East Union Community School Responsibilities and Terms at all times while using the school issued laptop.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

◆ As a parent/legal guardian of the student named above, I grant permission for:

Web-site photo/name permission  Yes  No      Newsletter photo/name permission  Yes  No

**This form will be signed by all parties and must be received by the Technology office prior to the distribution of the computer to the student(s).**