

## **Richey Public Schools**

### Student Laptop Computer Check out agreement

Richey School is committed to providing technology to students to enhance their educational experience. All student, grades 9-12 will check out a laptop at the beginning of the school year for their use.

#### **Basic guidelines for laptop computer checkout and use:**

- Computers are school district property and must be treated as such.
- Under no circumstances will students use district owned computers to:
  - transmit any material in violation of any national or state regulations; this includes but is not limited to copyrighted material and threatening or obscene material
  - use profanity, obscenity or other language that may be offensive to other users
  - reposting (forwarding) personal communication without the author's prior consent
  - using the computer for financial gain, for commercial activity, or for any illegal activity
  - changing displays, sounds, etc. from those set by the instructor unless approved by the instructor
  - changing computer files that do not belong to the user
  - sharing his or her password with anyone
  - using a password other than you own
  - downloading executable program files to the hard drive from the internet (i.e. games, computer utilities, etc.)
  - installing home software programs on a school computer
  - bypassing the internet filter appliance
  - altering the present internet browser settings

Students must have on file a signed copy of forms: internet access conduct agreement and student technology use agreement before checking out the laptop.

Students must abide by School District Policies 3612,3612P, 3630, and 3612T.

Students are responsible for the proper care of their laptops. Laptop insurance may be purchased from Richey Schools to cover accidental damage to laptops. Laptops that are damaged from misuse or improper care and are in need of repair will be the financial responsibility of the student.

I \_\_\_\_\_ have read and agree to the laptop checkout agreement and School District policies 3612,3612P, 3630, and 3612T, and understand my financial obligations in checking out a school district laptop for the \_\_\_\_\_ school year.

\_\_\_\_\_ I waive insurance coverage for my school owned laptop and take financial responsibility for all damages and repairs up to \$500 for replacement cost.

\_\_\_\_\_ I choose to purchase accidental damage insurance from Richey Schools (\$25 per year) \$125 deductible for major repairs or replacement.

\_\_\_\_\_ student signature/date

\_\_\_\_\_ parent signature/date

\_\_\_\_\_ superintendent signature/date

Office Use Only

Laptop Model \_\_\_\_\_

Asset Tag # \_\_\_\_\_