RICEVILLE COMMUNITY SCHOOL DISTRICT

LAPTOP COMPUTER USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of computer, between the Riceville Community School District ("District"), the student receiving a laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials ("Computer") for use while a student at Riceville Community School District, herby agree as follows:

1.   **Equipment**

1.1 Ownership: The District retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, the District's administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all laptop configurations the same.
All   Computers, ample RAM and hard-disk space, a protective laptop, software, and other miscellaneous items. The district will retain records of the serial numbers of provided equipment. Parents and/or Students may purchase protective cases for a Computer as long as the case is easily removable.

1.3 Substitution of Equipment: In the event the Computer is inoperable, the District has a limited number of spare laptops for use while the Computer is being repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may not opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, in most cases, a substitute will not be provided.

4.1 Responsibility for Electronic Data: The Student is solely responsible for any non-District installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary. All Student data shall be stored on either Google Drive, iCloud, Dropbox or any combination of these three services. Although the District provides these services for the storage of Student data along with directions, the District does not accept responsibility for any such software.

2.   Damage or Loss of Equipment /Software

2.1 Responsibility for Damage: The Student is responsible for maintaining a fully functional Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the Standards for Laptop Computer Care document for a description of expected care.

2.2 Insurance and Deductible: The District has insurance coverage for losses. The Laptop Insurance Coverage offered by the District is subject to the District's deductible under its insurance coverage per loss.

2.3 District Laptop Maintenance Insurance Coverage: The District will offer coverage for all non-warranty covered damages. Families who wish to enroll in the District's Laptop Maintenance Insurance Coverage must pay a non-refundable, annual fee of $50.00 per family at the time of student registration for the school year. The coverage will be for the entirety of the student school year. This provides coverage for any repairs to the Computer that are outside the normal scope of the AppleCare Warranty which typically include, but are not limited to, physical damage to the Computer (i.e. broken screen, damaged case, spilled liquid and/or food.) It is recommended that families who do not purchase the District's laptop maintenance insurance coverage will be responsible for all charges for damages and maintenance of the Computer not covered by the AppleCare Warranty up to the cost of replacement of computer ($1189.99).

2.4 Payment for Damages: Payment for damages and maintenance of the Computer in all instances must be made within two (2) weeks of the Computer being returned to the District from Apple, Inc. If payment has not been made to the building principal or technology coordinator, substitute equipment may be reclaimed.

2.5 Responsibility for Loss: In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement.

2.6 Actions Required in the Event of Damage or Loss: An event of damage or loss must be reported immediately to the building principal or technology coordinator. If the Computer is stolen or vandalized, the Parent and/or Student will file a police report.

2.7 Technical Support and Repair: The District does not guarantee the Computer will be operable, but will make technical support, maintenance, and repair available during school hours. The District is not responsible for off-site internet connections or technical support related to off-site internet connections.

3.   Acceptable Use Policies

3.1 Monitoring: The District may monitor computer use using a variety of methods, including but not limited to electronic remote access, to assure compliance with the District's Acceptable Use Policies.

3.2 Acceptable Use: All aspects of the District's Acceptable Use Policy remain in effect, except as mentioned in this section.

3.3 File-Sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File sharing programs and protocols including may not be used to facilitate the sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the District.

3.4 Allowable Customizations: The Student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements). The Student is permitted to download content from iTunes and through the Mac App Store. The Parent and Student shall be financially responsible for any charges associated with downloaded content and will be responsible for complying with the licensing associated with any downloaded content.

Student Name: _____

Anticipated Graduation Year: _____

Student Signature: _____   Date: _____

Parent or Guardian Signature: _____   Date: _____

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STANDARDS FOR LAPTOP COMPUTER USE

1. Student Use in Classroom
- Students will be required to take their computer to each class each day, unless told different by the teacher for that specific day.
- When the computer is not being used in class it is to be closed or at a 45 degree angle.

2. Bringing the Computer to School
- It is imperative that students bring their computers to school charged and ready to use each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their computer.
- The computer must be kept in the carrying bag or case at all times when it is not being used.
- Students who accidently leave their computers at home may have access to a limited amount of computers that are available in the Media Center. Students will be able to "sign-in" to their account on the server, but would not be able to take this computer home with them. Students will be allowed one time/semester to use a computer from the Media Center (if one is available) if they forget their computer at home.

3. Charging of Computers
- It is the student's responsibility to have their computers charged each day when they come to school. During a normal school day a typical computer fully charged through a normal electrical outlet can be used the entire day for classes with no additional charging required. Students must be responsible and charge their computers before coming to school. If a student comes to class with a computer that is not charged, specific consequences may occur for the student.
- Establish a routine at home for the charging of the computer so that it can charge overnight. The charging time of the computer and responsibility is very similar to the charging of a cell phone.
- It is the student's responsibility to maintain the charger. The student/parent will replace lost or damages chargers. It is recommended that students not use the prongs on the charger to wrap the chord, as over time, this has proven to damage the chord.

4. Loss or Theft of Computers
- Computers that are lost or stolen need to be reported to the school office immediately.
- If a computer is lost the student will be financially responsible for its replacement.

- If a computer is stolen or vandalized, the parent shall file a police report.

- Student should never bring computers to the District's locker rooms. It is safest to keep them locked in the locked locker assigned to you.

5. Downloading Programs & Personalizing the Computer
- All students will be able to personalize their computer through the legal downloading of music from iTunes and other similar methods, although files haring sites will not be accessible to students. In addition, screen savers, wallpaper and other pictures may be placed on the computer. All items must be appropriate and not violate and school policies.
- Students will not be allowed to stream videos or download audio files during the school day unless directed by a teacher to do so. Live streaming impacts the limited bandwidth that the District has available.
- Stickers and other markings on the outside of the computer will not be allowed. Each computer is easily identified by a specific numbering system ("Asset tag" that is placed on the computer by the District.
- Protective coverings or cases may be purchased if students wish to place them on the computer.

6. Computers from Home
- Students are not allowed to bring their own computers from home to use. The District's computers are all formatted with the same basic programs and structures and many of these are not possible on other computers.

7. Ear Buds
- The uses of ear buds in class and/or during study times are at the teacher/supervisor's discretion.
- Ear buds will not be provided by the District.

8. Students Printer Use
- Students will have access to the printers in the building. Students are encouraged to keep printing to a minimum. It is hoped that less material will need to be printed as a result of the opportunities to communicate with the teacher by sending assignments and other materials to them through their computer.

9. Read all Safety Warnings and Information
- The computer comes with some general information for its user. Reading this will allow you to understand more about the computer and its capabilities, along with general hints and reminders for the care of the computer.