

## District Laptop Use Policy Summary

### Parent Responsibilities

Your child has been issued a laptop 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 your child's computer.

- I will supervise my child's use of the laptop at home.
- I will discuss school policies and expectations regarding the use of the Internet at home and will supervise my child's use of the Internet.
- I will not attempt to make any repairs to the laptop.
- I will report to the school any problems with the laptop.
- I will not load or delete any software from the laptop.
- I will make sure my student recharges the laptop battery as needed.
- I will make sure my student brings the laptop to school every day.
- I understand that misuse or inappropriate use as determined by school personnel may result in any and/or all of the following:
  - Student conference.
  - Parent conference.
  - Cancellation of access privileges and/or loss of computer privileges.
  - Any and all school disciplinary actions including civil or criminal liability under applicable laws.
- I know that if my child comes to school without his or her computer I may be called to bring it to school.

### Student Responsibilities

Your laptop is an important learning tool and is for educational purposes only. In order to take your laptop home each day, you must be willing to accept the following responsibilities.

- I will treat the laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not loan the laptop to my friends or siblings; it will stay in my possession at all times.
- I will not load or delete any software from the laptop.
- I will follow the Rose Hill USD 394 "Acceptable Use Policy" when using the Internet on the laptop at home and at school.
- I will comply with all copyright laws.
- I will honor school policies and expectations at all times.
- I will not give personal information when using the Internet.
- I will not attempt to make any repairs to the laptop.
- I will recharge the laptop battery as needed.
- I will bring the laptop to school everyday.
- I know that this computer is on loan to me. All district policies and procedures, acceptable use policy and applicable laws must be followed. I understand that any violation could result in loss of the computer for my use.

**ROSE HILL UNIFIED SCHOOL DISTRICT 394**

**Computer Loan Form Agreement**

Date: \_\_\_\_\_

Grade: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Item Description	Serial No./Laptop No.	Condition
Apple laptop Computer		New/Good
Charger Brick/Charger Cord		New/Good
Carrying Case		New/Good

The above listed items are being loaned to me and are in good working order unless otherwise indicated. It is my responsibility to care for the equipment and ensure that it is maintained in a safe environment. A \$60.00 fee is assessed to cover the cost of the insurance premium and will not reduce any fee associated with an insurance deductible. This insurance covers the laptop if it is stolen or accidentally damaged. If there is an insurance claim on the laptop, the student and/or parent are responsible for up to a \$100 deductible per incident. If the computer is lost, stolen or damaged, parents/guardians/students should immediately file a report with the administration and/or the school resource officer.

- This equipment is the property of Rose Hill USD 394, Rose Hill, KS and is herewith being loaned to the student for educational purposes only for the academic school year. Students may not deface or destroy this property in any way. Inappropriate material on the machine may result in the student losing their right to use this computer. The equipment will be returned to the school on a date to be requested or sooner if the student is discharged from school prior to the end of the school year. Students who do not return the computer and related materials when requested may be subject to criminal prosecution or civil liability. A late fee may be charged if the laptop is not returned to the school district on the required check-in date.

If the District Property is lost, stolen or damaged while in the Borrower's possession, Borrower is responsible for the replacement or repair thereof and Borrower agrees to indemnify the District against any claim occurring during or resulting from Borrower's possession or use of the District property, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to Borrower's use of the District Property.

Borrower may use District Property only for non-commercial purposes, in accordance with the District's policies and rules. Any included software may be used only in accordance the applicable license and it is Borrower's responsibility to be familiar with and to comply with the provisions of such license.

Borrower may not install or utilize any software in connection with Borrower's use of the District Property other than software owned by the District and made available to Borrower in accordance with this Receipt and Agreement and Borrower agrees not to make any unauthorized use of or modifications of such software.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's diskettes or other data storage medium and Borrower agrees to use Borrower's best efforts to assure the District Property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.

By signing below, Borrower and Borrower's parents acknowledge and agree to the terms of use as spelled out in the District Laptop Use Policy Summary and this Computer Loan Form Agreement. Additionally, they agree 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.

Parent's Signature \_\_\_\_\_ Print Name: \_\_\_\_\_

Last 4 Digits of Social Security Number      Parent: \_\_\_\_\_      Student: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_