

# AGREEMENT FOR RESPONSIBLE USE OF ALBEMARLE COUNTY PUBLIC SCHOOLS' STUDENT-ASSIGNED LAPTOPS

## STUDENTS ASSIGNED LAPTOPS BY ALBEMARLE COUNTY PUBLIC SCHOOLS AGREE TO:

1. Use the assigned laptop and assigned accounts for email and document collaboration/storage, for educational purposes.
2. Ensure the safety and security of the laptop, which requires care when storing and transporting the laptop, and when installing any software or attaching peripheral devices. Students may not alter computer hardware. Safeguard all student technology by:
  - a. Avoiding the downloading or installation of viruses;
  - b. Respecting the files, folders or programs of our School Division and other students;
  - c. Respecting all of our technology, hardware, software, and network, and not causing intentional harm.
3. Ensure the laptop is protected from viruses, malware, and other potentially harmful technology by ensuring all system software is up-to-date and by following all on-line safety precautions as suggested inschool.
4. Ensure that downloaded software and apps, or changes in configuration, do not compromise the functionality of the laptop.
5. Adhere to the following guidelines, in addition to the requirements of School Board Policies IIBE (Acceptable/Responsible Use of Technology) and JFC (Student Conduct), when accessing internet sites and whenever using the laptop, regardless of time or location:
  - a. Only visit sites that are appropriate and relevant to educational uses of the laptop;
  - b. Avoid sites that contain obscene, libelous, disruptive, sexually explicit, profane, or other content which would be prohibited in the classroom; and
  - c. Avoid sites that require a fee for access (unless authorized by the school and teacher permission is granted).
6. Adhere to the following guidelines when downloading material from the internet:
  - a. Evaluate whether downloaded materials will be safe for your computer;
  - b. Store and access only materials that are legal and appropriate for access in school; and
  - c. Avoid violating copyright laws.
7. Use e-mail and other communication tools responsibly by:
  - a. Accessing personal e-mail, and other forms of electronic communication, during the school day for educational purposes only;
  - b. Respecting the privacy of others by not re-posting emails or content without a sender's permission;
  - c. Ignoring and refusing to re-send "chain letters" and the like;
  - d. Being a good digital citizen at all times, including reporting any suspicious or harmful behavior to a school administrator; and
  - e. Using appropriate language and subject matter in all communications.

8. Protect your own privacy and the privacy of other students by:
  - a. Keeping passwords secret;
  - b. Respecting the privacy of other students, teachers, and the school system's files; and
  - c. Identifying themselves and other students on the internet only by first name and last initial unless the teacher-approved activity requires full names.
    - i. Home telephone numbers, addresses, and other personal information may not be released unless written parental permission is granted.
  - d. Exercising caution regarding their signature files, user profiles, and other account related information they control.
  
9. Use computer resources responsibly by:
  - a. Self-limiting use of disk space – large downloaded files may compromise device performance;
  - b. Self-limiting use of Internet bandwidth – we are a learning community that shares our internet bandwidth;
  - c. Self-limiting use of printing paper – wasting paper costs funds which would otherwise support student technology, and damages our environment; and
  - d. Maintaining their own backups.
    - i. Students have unlimited storage via their Google Drive
    - ii. Students may purchase additional SD cards or use external storage devices as needed as long as all responsible precautions are taken.
  
10. Accept the consequences of improper use of laptops under this Agreement or the standards of student conduct found in School Board Policy JFC, which may include the loss of computer privileges and disciplinary actions.
  
11. Accept financial responsibility and possible disciplinary action for losing, destroying, or otherwise failing to return the laptop at the time and location designated by the school administration and all accessories in its original condition at the end of the laptop assignment. This laptop agreement ends on the last student day of the 2016-17 school year. Any laptop not returned using procedures designated by the school administration will be considered lost or stolen and will be processed as such. All repairs and parts replacements must be made through Albemarle County Public Schools.

#### **ACCIDENTAL DAMAGE FEE**

1. First Incident: Free
2. Second Incident: \$50.00
3. Third Incident: \$150.00
4. Fourth Incident and above – Full repair costs up to the cost of full replacement \$600.

#### **INTENTIONAL OR NEGLIGENT DAMAGE OR LOSS**

The above fee schedule or the actual cost of the repair, whichever is higher, will be applied for intentional damage. For lost or stolen computers, the parent/legal guardian will be held responsible for paying the full replacement costs up to \$600.00. Lost power cords cost up to \$75 and must be replaced through the school.

**STUDENT AND PARENT/LEGAL GUARDIAN SIGNATURES I. To Be Completed by STUDENT:**

I have read the Agreement for Responsible Use of Albemarle County Public Schools Student-assigned Laptop, and understand and agree to abide by its requirements in all respects. Should I violate any aspect of this agreement, I shall accept and be subject to all ramifications, including but not limited to the loss of access and other privileges and other disciplinary actions.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**II. To Be Completed by PARENTS/LEGAL GUARDIANS:**

I request that my child be issued the equipment described below (laptop) for school use outside of the classroom and school. I understand and agree that if the laptop is lost, stolen, confiscated by law enforcement, or damaged due to negligence, I will be held responsible for paying the full replacement costs up to \$600.00 for its replacement as provided in School Board Policy ECAB. I understand and accept the fee schedule for accidental damage. Each case in which replacement is necessary will be reviewed individually.

\_\_\_\_\_  
Parent's/Legal Guardian's Name

\_\_\_\_\_  
Parent's/Legal Guardian's Signature

\_\_\_\_\_  
Date

NOTE: Your signature on this acknowledgment is binding and establishes that you understand the terms and conditions of this agreement and their significance. Albemarle County School Board Policies IIBE, Acceptable Use of Technology; JFC, Student Conduct; and, ECAB, Vandalism, may be obtained at <http://esb.k12albemarle.org>.

**III. To Be Completed by ACPS STAFF:**

Student Name: \_\_\_\_\_

**Equipment Loaned**

Description:

Serial Number: \_\_\_\_\_

Asset Tag Number: \_\_\_\_\_