Mount Vernon Community Schools

Laptop Computer Use Agreement 2018/2019

Please read this entire document carefully

This agreement is made effective upon receipt of computer, between the Mount Vernon School District (MVCSD), 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 (the "Computer") for use while a student is at Mount Vernon Community School District, hereby agree as follows:

1. Equipment:

1.1 Ownership: MVCSD 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, Mount Vernon 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 laptops configurations the same. All computers include ample RAM, hard-disk space, protective laptop bag, software, and other miscellaneous items. MVCSD will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment: In the event the computer is inoperable, MVCSD has a limited number of spare laptops for use while the computer is repaired or replaced. There is no 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 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, a substitute will not be provided.

1.4 Responsibility for Electronic Data: The student is solely responsible for any non-MVCSD installed software and for any data stored on the computer. It is the sole responsibility of the student to backup such data as necessary. MVCSD provides a means for backup along with directions but MVCSD does not accept responsibility for any such software.

2. Damage of Loss of Equipment:

2.1 Insurance and deductible: MVCSD has purchased insurance which provides the broadest perils of loss regularly available.

2.2 Responsibility for Damage: The student is responsible for maintaining a 100% working computer at all times. The student shall use reasonable care to ensure that the computer is not damaged. Refer to the Standards for Proper Care document for a description of expected care. In the event of damage not covered by the warranty, the student and parent will be billed a fee according to the following schedule:

- First incident - up to $75
- Second incident - up to $125
- Third incident - up to full cost of repair or replacement

MVCSD reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the *Standards for Proper Care* document for definitions of"attended," "unattended," and "locked.")
- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the S*tandards for Proper care* document for guidelines of proper use).

2.3 Responsibility for Loss: In the event the computer and or issued equipment is lost or stolen, the student and parent may be billed the full cost of replacement.

2.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to the Technology Department, Administration or the Classroom Teacher . If the computer is stolen or vandalized while not at Mount Vernon or at a Mount Vernon sponsored event, the parent shall file a police report.

2.5 Technical Support and Repair: MVCSD does not guarantee that the computer will be operable, but will make technical support, maintenance and repair available.

3. Legal and Ethical Use Policies:

3.1 Monitoring: During school hours only, MVCSD will randomly monitor computers for proper use of the computer by the students while in the school. (An electronic remote

access software will allow the Technology Department to take control of the computer and fix issues the student may have during its use. MVCSD will NOT be installing any type of software that would allow them to monitor students through the laptop webcams. The computer should not be turned on, used, or out of its case in the locker room or restroom to ensure the privacy to all our students and staff.

3.2 Legal and Ethical Use: All aspects of MVCSD Computer Use Policy remain in effect, except as mentioned in this section.

3.3 File-sharing and File-sharing Programs: 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 like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

3.4 Allowable Customizations

• The student i*s permitted t*o 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 i*s permitted t*o download music to iTunes, but cannot download or install any other software without permission from the MVCSD Technology Director or Administration.

STANDARDS FOR PROPER COMPUTER CARE:

This document is an important addendum to the *Student Laptop Program Acknowledgement Form.* Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Computer. **Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.**

Your Responsibilities:

• Treat this equipment with as much care as if it were your own property.

• Bring the computer and charging unit to MVCSD during every school day. (If you forget them, substitutes will NOT be provided.)

• **Keep the computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times.** Keep the computer stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the computer in a secure place assigned by your

coach/sponsor and arrange to return to school to retrieve it after the activity. Laptops left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. **Unattended and unlocked equipment, if stolen - even at school - will be your full financial responsibility.**

• Avoid use in situations that are conducive to loss or damage. For example, never leave computers in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the computer in a car other than in a locked trunk. *Avoid leaving the Computer in environments with excessively hot or cold temperatures.*

• **Do not let anyone use the Computer other than your parents or guardians.** Loss or damage that occurs when anyone else is using your assigned computer will be your full responsibility.

• Adhere to MVCSD School's Computer Use Policy at all times and in all locations. When in doubt about acceptable use, ask the Classroom Teacher, Teacher Librarian, Director of Technology or School Principal..

• Backup your data. Never consider any electronic information safe when stored on only one device.

• Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems:

• Promptly report any problems to the Classroom Teacher, Director of Technology or Administration.

• Don't force anything (e.g., connections, popped-off keys, flash drives, USB connections). Seek help instead.

• When in doubt, ask for help.

General Care:

• Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing. **Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.**

• Do not remove or interfere with the serial number or any identification placed on the computer.

• Do not do anything to the computer that will permanently alter it in any way. (You can apply stickers so long as they are completely removable and appropriate for the school setting.) **Any alterations/stickers determined to be inappropriate will be removed immediately**.

• Keep the equipment clean. For example, don't eat or drink while using the computer.

Computer Skins:

Computer skins may be used but the following guidelines must be followed:

a. the promoting of products which are illegal for use by minors such as alcohol, tobacco, drugs or desktop pictures of weapons. The display of obscene material, profanity, or references to subversion are not appropriate. computer skins should show respect for yourself, those around you, the school and community.

b. Computer skins not appropriate for school will be removed .

c. Computer skins must fit the computer properly.

Carrying the Computer:

• Always completely close the lid.

•Always store the computer in the laptop bag provided or in another certified laptop case. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the computer other than the computer itself as this may damage the screen.

•We recommend that you carry the laptop bag inside your normal school pack. The "vertical sleeve" style laptop case was chosen expressly for this purpose. Simply slide the computer in and out while leaving the case within the school pack. Do not overstuff your pack - extreme pressure on the laptop can cause permanent damage to the screen and other components.

•Do not grab and squeeze the computer, as this can damage the screen and other components

Screen Care:

The computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can cost over $800 to replace. Screens are particularly sensitive to damage from excessive pressure.

• Do not touch the computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

• Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens. (**Do not use paper towels to clean screen)**

• Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed, thus resulting in a charge of over $800 to the family

Laptop screens should only be cleaned at school with the provided materials.

Personal Health and Safety:

• Avoid extended use of the computer resting directly on your lap. The bottom of the

laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose—when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.

• Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, laying, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.

• Read the safety warnings included in the Apple user guide. **(On Apple's website)**

COMPUTER USE AND CONDUCT POLICY:

The primary goal of MVCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Library and Media Lab equipment are reserved exclusively for academic use. The following is a list of rules and guidelines which govern the use of MVCSD computers and network resources.

Network Resources refers to all aspects of MVCSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of MVCSD's network resources whether this access occurs while on or off campus.

Students may not use network resources:

• to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;

• to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.

•to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;

• to conduct any commercial business;

• to conduct any illegal activity (this includes adhering to copyright laws);

• to access the data or account of another user (altering files of another user is considered vandalism);

• to install any software onto MVCSD computers; to copy MVCSD school software (copying school owned software programs is considered theft).

In addition, students may not:

• give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);

• give passwords to other students

• post anonymous messages;

• forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

Responsibility for Property:

Students are responsible for maintaining a 100 percent working laptop at all times. The student shall use reasonable care to be sure that the computer is not lost, stolen or damaged. Such care includes:
- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents.
- Not using equipment in an unsafe environment.

Students must keep the computer locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Laptops left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. Unattended and unlocked equipment, if stolen - even at school - will be the student's full financial responsibility.

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 like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology or Administration.

Discipline:

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. *__Serious or repeated violations will result in the students use of technology restricted to in school use only and or revoked.__*

Legal Issues and Jurisdiction:

Because The MVCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of MVCSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Computer Use Policy.

Disclaimer:

The MVCSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Mount Vernon Community School District. While MVCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At MVCSD, we expect students to obey the Computer Use Policy when using the Internet. Students found in violation of the policy will be disciplined.

In addition, MVCSD account holders take full responsibility for their access to MVCSD's network resources and the Internet. Specifically, MVCSD makes no warranties with respect to school network resources nor does it take responsibility for:
    1. the content of any advice or information received by an account holder;
    2. the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.