

# RMS Laptop Policy & Acceptable Use Agreement

## 1. TABLET/LAPTOP SPECIFICATIONS

Revised May 2016

7<sup>th</sup> and 8<sup>th</sup> grade students are assigned a Dell Venue Pro 11. These Windows 10 tablets come with detachable keyboards and offer multi-touch capability, as well as pen input. Tablets will not be taken home, but will be left at school overnight to charge in preparation for the next school day.



6<sup>th</sup> grade students are assigned a Lenovo X220 Tablet PC. This Windows 10 laptop provides students with all basic components of computing, along with Internet access. Laptops will not be taken home, but will be left at school overnight to charge in preparation for the next school day.

## 2. RECEIVING YOUR TABLET/LAPTOP

### 2.1 Distribution

Tablets/Laptops will be distributed during first week of school. **Parents & Students must sign and return the Student Pledge Agreement, indicating their agreement to abide by the RMS Laptop Policy & Acceptable Use Agreement, as well as pay all applicable fees, before the laptop can be issued to their child.** Student Tablets/Laptops will be collected at the end of each school year for maintenance, cleaning, and reimaging. 7<sup>th</sup> and 8<sup>th</sup> grade students will retain their original Tablet each year while enrolled at RMS. The Tablets/Laptops may also be recalled periodically throughout the school year for updates and maintenance.

### 2.2 Annual Fee/Insurance Premium

Since the student Tablet/Laptop will not be taken home during the 2016-17 school year, there will be no fee assessed at the beginning of the year. However, should physical damage occur, parents will be responsible for any cost incurred by the district, up to a maximum of \$100 per incident. (Please see section 9.)

## **3. TAKING CARE OF YOUR TABLET/LAPTOP**

Students are responsible for the general care of the Tablet/Laptop which they have been issued by the school. Students will be held responsible for maintaining their individual school computers and keep them in good working condition. Tablets/Laptops that are broken or fail to work properly must be taken to the Technical Support Office located in the high school office.

The guidelines for student Tablet/Laptop care and use include by are not limited to:

### **3.1 General Precautions**

- ✓ Keep food and drink away from the computer.
- ✓ Carefully insert all external devices into the ports.
- ✓ Do not transport tablet/laptop with the screen open, unless instructed to do so.
- ✓ Tablet/laptop must be shut down prior to placement inside carrying case or backpack.
- ✓ Tablet/laptop must remain free of any writings, drawings, stickers, or labels that are not the property of the school district.
- ✓ Tablet/laptop must never be left in a car or unsupervised area not only to protect against theft, but damage from freezing or extreme heat.
- ✓ Tablet/laptop should never be left outdoors.
- ✓ Students are responsible for plugging in the tablet/laptop for charging on the assigned cart for the next school day.
- ✓ Tablet/Laptop should not be left on the floor or in a chair.
- ✓ Do not stack or store items on top of your tablet/laptop.
- ✓ Be careful when carrying your tablet/laptop. If it is dropped, damage could occur.
- ✓ Use tablets/laptops on a flat table surface.
- ✓ Anytime your tablet/laptop is not in use, it should be stored in the carrying case, but shut down.
- ✓ Do not close screen with items on the keyboard. (Including things like papers and pencils)

### **3.2 Carrying Tablets/Laptops**

A protective case is provided for the Tablet/Laptop, having sufficient padding to protect the unit from normal treatment and provide a suitable means for carrying the device. The guidelines below should be followed along with common sense:

- Tablets/laptops should always be in the protective case when carried, including between classes.
- Some carrying cases can hold other objects (such as folder and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the tablet/laptop screen.
- The tablet/laptop must be turned off before placing it in the carrying case.
- Bags containing the tablet/laptop should never be “thrown” or “tossed”.
- Students are expected to use the school provided bag.

### **3.3 Screen Care**

- Do not lean on the top of the Tablet/Laptop when it is closed or place items on top of it.
- Do not store items in the carrying case that will put pressure against the Tablet/Laptop.
- Do not poke the screen with any type of object.
- Do not place anything on the keyboard before closing the lid.

- Clean the screen with a soft, dry cloth or anti-static cloth. **DO NOT USE COMMERCIAL GLASS CLEANERS.** Anti-static spray cleaner will be available in the technical support office for students to use as needed.
- Do not use pen-devices other than the digitizer pen provided with the Tablet. This can cause damage to the screen.
- Edge laptops are not touch screen and do not use a digitizer pen. Do not attempt to use any pen-like device on the Edge laptop screen.

## **4. USING YOUR TABLET/LAPTOP AT SCHOOL**

The Tablets/Laptops are intended for use at school each and every day. In addition to teacher expectations for Tablet/Laptop use, school messages, grades, announcements, calendars and schedules will be accessed using the computers. Students must be responsible for bringing their Tablet/Laptop to all classes every day.

### **4.1 Loaner Tablets/Laptops**

If available, loaner Tablets/Laptops may be issued to students if their device requires extended repair.

### **4.2 Charging your Tablet's/Laptop's Battery**

At the end of each school day, students will be responsible to return their assigned tablet/laptop to their first period classroom where they will be required to plug in their tablet/laptop to a charging cart. At the beginning of first period, students will retrieve their tablet/laptop from the cart. The fully charged tablet battery should be sufficient to last throughout the school day. Laptops may need additional charging time throughout the day. Should charging be required during the day, teachers will have access to chargers within their classroom. Remember students are responsible to have their tablets/laptops charged. Repeat violations of this policy will result in disciplinary action.

### **4.3 Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. External earphones should not be used unless permission is obtained from the teacher.

### **4.4 Printing**

Printing will be available in each classroom. Students should print to the printer in the classroom where they are working, but only with teacher permission.

#### **4.5 Deleting files**

Do not delete any files that you did not create. You may only delete files from your Documents folder. Deletion of some files can affect the performance of the tablet/laptop and may require reimaging of the tablet/laptop with possible loss of all files stored. Repeat offenses will result in disciplinary action or loss of tablet/laptop privileges.

#### **4.6 Music, Games or Programs**

Students are responsible for maintaining the integrity of software required for facilitating academic activities. All software must be district provided. Music and games are not allowed to be played on the tablet/laptop during school hours without the permission from the teacher. You are responsible for backing up your music, pictures, etc. to someplace other than the school's file server (your H: drive). Music and non-academic material stored incorrectly will be deleted. Violent games and computer images containing obscene or pornographic material are strictly prohibited at any time and will result in disciplinary action.

## **5. MANAGING YOUR FILES AND SAVING YOUR WORK**

### **5.1 Saving Work**

Students should save to the Documents folder on their Tablet/Laptop. Students should login fresh each school day. Doing so will sync the local Documents folder to the student H drive, thereby creating a backup of school related work.

### **5.2 Saving Appropriate Content**

The content saved in the Documents folder should be specific to education. The space provided by the District File Server is limited and there will be a quota of appropriate space allowed for each user. Material deemed "unnecessary" for education that is saved to this location will deteriorate school resources, complicate backups, and could slow down the school's network performance. Files not saved in the Documents folder on the tablet/laptop will not be backed up by the school and will be lost in the event that the computer is re-imaged. Files stored on the tablet/laptop are not private and are subject to viewing and approval by district authorities.

### **5.3 Saving Other Content**

Content unnecessary for education includes, but is not limited to media files such as mp3, wav, wmf, bmp, and jpg. Files saved to the Documents folder which are deemed unnecessary for education by Network Administration will be deleted and could result in disciplinary action for the student if files are deemed inappropriate. Unnecessary files should be stored on removable media or on a location other than the Documents folder which will not be backed up by the file server. Students are responsible for backing up their own data of this type to a source other than the file server, such as a flash drive, CD or DVD. Again, in the event of the tablet/laptop being re-imaged, students are responsible for their own data. It is recommended that students save any "Other Content" or files that they will not save to the "Documents"

folder to removable media such as flash drives, CD-R, CD-RW, or DVD media. This will prevent the loss of data in the event of their tablet/laptop being re-imaged.

#### **5.4 Saving Inappropriate Content**

Students will be disciplined for saving or viewing any content deemed “inappropriate content” by network and school administration via the schools Acceptable Use Policy. Inappropriate Content includes but is not limited to pornography, offensive content, and other inappropriate material so determined by school administration. Network and school administration will be responsible for determining what is considered to be inappropriate.

## **6. SOFTWARE ON THE TABLET/LAPTOP**

### **6.1 Originally Installed Software**

The software originally installed on the tablet/laptop must remain on them in usable condition and be easily accessible at all times. All tablets/laptops are supplied with Microsoft Windows Operating System, Microsoft Office 2013, and many other applications useful in an educational environment.

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from tablets/laptops at the completion of the course. Periodic checks of tablets/laptops will be made to ensure that software is in fact deleted once it is no longer required in the course. This is done to ensure that the school does not exceed license limitations for specific software.

### **6.2 Virus and Spyware Protection**

The tablets/laptops have anti-virus protection and anti-spyware software installed on them. These software applications will be automatically upgraded through the network. This prevents viruses and malware that may be downloaded, from running on the tablets/laptops and infecting the network. This may limit the end-user from installing applications on the tablets/laptops, but is crucial to maintaining a virus-free network. Students are to participate in routine maintenance when scheduled by the district.

### **6.3 Additional Software**

Students are discouraged from installing additional software on their device other than what is installed by the District. This includes but is not limited to applications such as music downloading utilities, other media downloading utilities, and games. Students can submit an official request for installation of a specific type of software that is productive for an educational environment to the technology support office. All requests will be considered, but will only be installed to computers on a periodic basis when the tablets/laptops are re-imaged.

## **6.4 Inspection**

Students may be selected at random and must cooperate immediately and without resistance to a request of inspection. **There is no expectation of privacy**. At no time should a student clean Internet history from the tablet/laptop. Doing so may result in disciplinary action.

## **6.5 Procedure for Re-loading Software**

If technical difficulties occur, it is the policy of the technical support staff to correct the problem as needed. If the problem cannot be fixed in a reasonable amount of time, the tablet/laptop will be reimaged. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent on fixing all glitches that may arise. Re-imaging will restore the device to the state in which the user originally received it. Every attempt to salvage and restore student data files will be made, however, in certain situations, that recovery is not possible. It is important to be sure to save all appropriate files for education to the Documents folder. The student is responsible to logging in properly on the school network so as to sync all files in the Documents folder to their H drive. The school does not accept responsibility for the loss of any software deleted due to reformatting or re-imaging.

# **7. ACCEPTABLE USE POLICY**

## **7.1 General Guidelines**

It is the general policy of Riverton USD 404 that computer network services are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of Riverton School District. Users of technology (i.e., computer equipment and network, software, hardware, and any other productivity equipment such as cameras) must acknowledge their understanding of the general policy and guidelines as a condition of use.

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives of the Riverton School District. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of the Riverton School District
- Access to the Riverton School District technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by district policies. This policy applies to all district technology, including, but not limited to, computers, laptops, printers, scanners, cameras, video equipment and any related items such as software and Internet access.

- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy. Remote access to another user's computer with or without their consent is considered hacking and is strictly prohibited.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrators, teachers, and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise. Provisions are listed below:
  1. **Acceptable uses** of technology are activities that support learning and teaching. Users are encouraged to develop activities which meet their individual educational needs and which take advantage of the functions of the available technology.
  2. **Unacceptable uses** of technology include, but are not limited to:
    - ◆ Violating the rights to privacy, by accessing or using personal information of students or employees of Riverton USD 404, or others outside the school system.
    - ◆ Using profanity, obscenity, or other language that may be considered inappropriate for a school environment, or is offensive to another user.
    - ◆ Copying materials in violation of copyright law.
    - ◆ Plagiarizing, which is the taking of someone else's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to their source.
    - ◆ Using district technology for financial gain or for any commercial or illegal activity.
    - ◆ Using the computer network under another user's name and password. Likewise, allowing another student to use your username and password is unacceptable.
    - ◆ Attempting to degrade or disrupt computer network performance or unauthorized entry to and/or destruction of computer systems and files.
    - ◆ Revealing home phone numbers, addresses, or other personal information, i.e., making personal purchases or unauthorized orders using the Riverton USD 404 or Board of Education name.
    - ◆ Accessing, authoring, downloading, storing, displaying, or printing files or messages that are sexually explicit, obscene, violent, threatening, or that offends or tends to degrade others. The administration invokes its discretionary rights to determine such suitability.

- ◆ Downloading and installing programs without prior teacher approval.
  - ◆ Downloading or copying information onto storage devices without prior teacher approval.
  - ◆ Any actions that are performed for the sole purpose of circumventing the Internet filtering system or disabling workstation security.
  - ◆ Inappropriate use of personal e-mail during school hours or on school equipment.
3. All students are expected to treat equipment with care and respect. Any damage purposely caused by misuse or rough treatment will be repaired/replaced at the parent's expense. This includes equipment used at school or checked out for home use. Accidental damage is covered by the school's insurance policy, however, a \$100 deductible will be passed on to the parent.
  4. The staff of Riverton USD 404 will be responsible for:
    - ◆ Teaching students district policy and procedures for appropriate use of all hardware and software, including the Internet.
    - ◆ Supervising and guiding student usage of the Internet.
  5. All users of the Riverton USD 404 computer network are responsible for adhering to the Riverton School District Policy and Procedures for Internet Use.
  6. The following people are entitled to the use of USD 404 technology:
    - ◆ All Riverton USD 404 staff
    - ◆ All Riverton USD 404 students, having a signed Acceptable Use Policy on file in the principal's office, and working under the supervision of a staff member and/or parent/guardian.
    - ◆ Guests who access our network are bound by the terms of this user policy. Additional access and equipment may be given on a case by case basis.
  7. Riverton USD 404 makes no express or implied warranties for the Internet access it provides. Riverton USD 404 cannot completely eliminate access to information that is offensive or illegal and residing on networks outside the school district. The accuracy and quality of information obtained via the Internet cannot be guaranteed. Riverton USD 404 will not guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties. Information sent or received cannot be assured to be private.

## **7.2 Cyberbullying and Social Networking**

Cyberbullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyberbullying. All forms of cyberbullying are unacceptable and viewed as a violation of this policy and the District's Acceptable Use of Technology policy.

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs.

Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of a principal or teacher.

The administration shall fully investigate all reports of cyberbullying.

## **7.3 Privacy and Safety**

- Do not go into any chat rooms other than those set up by your instructors or those that are mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, or passwords to other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a web site that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the tech support staff immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

## **7.4 Legal Propriety**

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the Riverton discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.

## **7.5 E-mail**

- Students will be required to use the district provided e-mail for academic purposes. **This e-mail is filtered and subject to monitoring.**
- Student e-mail addresses should not be used for subscriptions or social networking such as Facebook, Twitter, Instagram, Snapchat, dating sites, etc.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- Email is subject to inspection at any time by school administration.
- The guidelines of the Acceptable Use of Technology policy apply.
- Access or use of any other e-mail program or account other than the one issued by the school is prohibited. (i.e., Yahoo Mail, MSN Mail, Gmail, etc.)

## **7.6 Consequences**

- The student or staff member to whom a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the district will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use.
- The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Content of e-mail and network communications are governed by Open Records Laws; proper authorities will be given access to their content.

# **8. PROTECTING & STORING YOUR COMPUTER**

## **8.1 Laptop Identification**

Tablets/laptops will be labeled in the manner specified by the school. Tablets/laptops can be identified by the serial number and individual user account.

## **8.2 Storing Your Tablet/Laptop**

When students are not monitoring their tablet/laptop, they should be secured in their lockers with the lock securely fastened. Nothing should be placed on top of the device, when stored in the locker. Students should make every effort to be sure chargers are connected to the devices to insure charging takes place in the cart. Tablets should never be stored in a vehicle, especially during extremely hot or cold temperatures.

#### **8.4 Storing Tablets/Laptops During Extra-Curricular Events**

It is recognized that students may be required to use their tablet for extra-curricular trips. However, the care of the tablets/laptops on these trips is solely the responsibility of the individual student. If the student cannot give proper care on these trips then they should leave the tablet/laptop locked in their school locker or charging on the assigned cart. Sponsors supervising these events are **not responsible** for the care and safety of a student's tablet/laptop.

Tablets should not be left unattended in the commons area, hallway, classroom, cafeteria, on the activities bus or in the bleachers/gym at any time.

#### **8.5 Tablets/Laptops Left in Unsupervised Areas**

Under no circumstances should tablets/laptops be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision. Unsupervised tablets/laptops will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a tablet/laptop unsupervised. Students are to lock unattended tablets/laptops in designated school lockers.

### **9. REPAIRING/REPLACING/INSURING YOUR DEVICE**

#### **9.1 Tablet/Laptop Warranty**

The manufacturer's warranty covers against defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty constructions and will provide replacement parts necessary to repair or replace the tablet or laptop. For the 7<sup>th</sup> and 8<sup>th</sup> grade student tablets, an additional accidental damage warranty has been purchased for a period of 3 years to protect against damage caused by accidents.

For 6<sup>th</sup> grade students using the Lenovo X220 Tablets, there is no accidental damage warranty in place. Any accidental damage will be repaired at a cost to the student of a maximum of \$100/deductible per incident.

Any intentional misuse or abuse will be repaired at the expense of the student. Please report all tablet/laptop problems to the technical support office as soon as possible.

#### **9.2 Accidental Damage Protection (7<sup>th</sup> & 8<sup>th</sup> Grade Students Only)**

The Riverton USD 404 School District provides an accidental damage warranty to protect the Tablets against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage DOES NOT provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage, or cosmetic damage. The technical support staff will assess the Tablet damage and repair or replace the machine if the damage is determined to be accidental, infrequent, and within the protection guidelines. If the loss or damage is not covered by the limited warranty or accidental damage warranty the student and/or parent will be responsible for the full replacement value of the equipment.

### 9.3 Lost or stolen Accessories

Students will be required to replace tablet/laptop accessories such as keyboard, AC adapter, battery, and stylus should they become damaged or lost. The replacement costs of these accessories are as follows:

#### Dell Venue Tablet

- Replacement of the Dell Venue Tablet (\$499)
- Replacement of the Dell Mobile Keyboard (\$120)
- Dell AC Adapter/Charger (\$40)
- Dell Digitizer Pen (\$30)
- Dell Battery (\$75)

#### Lenovo X220 Tablet

- Replacement of the entire device and accessories (\$1070)
- AC Adapter & power cord (\$20)
- Battery (\$60)
- Digitizer Pen (\$40)
- Keyboard (\$38)
- LCD Replacement (\$300)
- Hinge (\$30)
- Outside Housing Replacement (\$30 - \$100 per side)

Please note: These costs are current as of May 2016. These costs are subject to change slightly depending on current costs that we can purchase the items for.

### 9.4 Lost, Stolen, or Lost in Fire

All tablets/laptops which are lost, stolen, or damaged or lost in a fire are **NOT** covered by the accidental damage policy and are the responsibility of the student or student's parents involved in the loss of property. A police or fire report must be filed by the student, or student's parents involved in the loss of property. A copy of the report must be brought to the Principal. **The user will not be given another tablet/laptop to use until the replacement cost of the device is paid to the school district.** Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and the insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

## **10. TECHNICAL SUPPORT**

The technical support office is located in the High School Office and will be the point of contact for repair on the tablets/laptops. Services provided include the following:

- ◆ Hardware maintenance and repairs
- ◆ Password Identification
- ◆ User account support
- ◆ Operating System or software configuration support
- ◆ Application information and support
- ◆ Re-imaging of hard drives
- ◆ Updates and software installations
- ◆ Requests for future updates and installations
- ◆ Coordination of warranty repairs.
- ◆ Distribution of loaner tablets/laptops and power accessories.

You may contact Teresa Falling at 620-848-3388 ext 118 or at [tfalling@usd404.org](mailto:tfalling@usd404.org); or Kyle Dannelley at 620-848-3388 ext 124 or at [kdannelley@usd404.org](mailto:kdannelley@usd404.org) with any questions or concerns that you may have.



# **Riverton USD 404 District Tablet/Laptop Care Policy Agreement Student Pledge Sign Off 2016-17**



- ✓ Tablets/Laptops are never to be left unattended, or in an unsecured or unsupervised location.
- ✓ Individuals are not to loan tablets/laptops to any other individual.
- ✓ The location of the tablet/laptop should be known at all times by the user.
- ✓ Each evening the tablet/laptop battery will be charged to full capacity.
- ✓ The tablet/laptop will be kept away from food and drinks.
- ✓ The tablet/laptop will not be repaired or disassembled by the individual.
- ✓ At all times when the tablet/laptop is not in use and between classes, the device will be kept in its carrying case.
- ✓ The tablet/laptop will be shutdown prior to placing it in its carrying case or backpack.
- ✓ The tablet/laptop will not be altered or vandalized in any way.
- ✓ The tablet/laptop is the property of the district and is subject to inspection at any time, with or without notice.
- ✓ The student/parent will be responsible for filing a police report in case of theft, vandalism, and other acts covered by personal insurance.
- ✓ The student is responsible for all damage or loss caused by negligence or abuse.
- ✓ The student is responsible for replacement of the power cord, battery, and stylus in the event that any of these items are lost, damaged, or stolen.
- ✓ The student will return the tablet/laptop and all issued accessories in the same condition as when they were issued.

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

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

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_