

# Agreement for District Laptop Use

## Cocalico School District

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In exchange for the Cocalico School District allowing students to use and possess the school issued Laptop, or any loaner or replacement Laptop provided at the discretion of the District (“Laptop”), parents and students hereby agree as follows:

1. STUDENT and PARENT/GUARDIAN acknowledge the Board approved Electronic Use Policy #237, the Student Expression/Distribution and Posting of Materials Policy #220, Copyright Material Policy #814, Care of School Property Policy #224, the Acceptable Use of Internet, Computers, and Network Resources Policy #815 and that they understand their applicability and agree to abide by the procedures, regulations and other rules set forth in them and in this Agreement.
2. In return for the District permitting STUDENT to use the Laptop in school and to take the Laptop off-campus, STUDENT and PARENT/GUARDIAN agree and understand the Laptop is to be used as an academic school supply in support of **classroom** learning and intellectual development. Students are responsible for bringing their fully charged laptop to school each day.
3. In some instances, it may be necessary for a technology department member to access the laptop remotely to resolve a technical problem. If this is needed, STUDENT will be asked for permission before the remote access is performed. STUDENT will not be asked for permission prior to remote software or configuration changes sent out to all Laptops that are necessary for the maintenance and security of the Cocalico School District Network and to ensure that only authorized software is installed on the Laptops. Such software maintenance may involve the removal of files from the Laptop if the files are deemed to be a threat to the operation or security of the Cocalico School District Network.
4. The Cocalico School District has installed monitoring software on all student computers to help to ensure compliance with School Board approved policies. This software has the capability of tracking Internet browsing history, viewing screens, and monitoring application use.
5. STUDENT will not permit individuals, other than School District administrators, staff or teachers to access the Laptop. STUDENT shall not use or allow the Laptop to be used:
  - a. For the posting or distribution of information that:
    - i. is harmful or prejudicial to students; for example, materials which are libelous and obscene as defined by the law of the Commonwealth of Pennsylvania or the United States
    - ii. constitutes bullying (including cyber-bullying) or otherwise fosters disruptiveness among the students so as to interfere with the learning environment of the school district

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- iii. threatens immediate harm to the welfare of the school community or any individual;
  - iv. discriminates against any segment of the student body or interferes with another's individual rights
  - v. encourages and abets unlawful activity
  - b. for illegal activity, including the violation of copyright laws;
  - c. to create, distribute, access or obtain pornographic materials;
  - d. to intentionally cause damage to hardware, software or data;
  - e. to gain or attempt to gain access to restricted material or systems;
  - f. for gambling;
  - g. STUDENT and PARENT/GUARDIAN understand and agree that the Laptop is at all times the property of the District; and STUDENT has no right to disable or modify any hardware or software installed on the Laptop.
6. STUDENT and PARENT/GUARDIAN understand and agree that the District is not responsible for fees and charges incurred via online merchants and services. These charges include, but are not limited to, online music, gaming services, software subscriptions, and purchased goods and services.
7. STUDENT and PARENT/GUARDIAN understand and agree that the Laptop is deemed to be in the custody of STUDENT from the time STUDENT receives the Laptop until the time the Laptop is returned to the designated School representative. If the Laptop is lost or stolen, PARENT/GUARDIAN and STUDENT will immediately advise Cocalico School Administration of the incident and all relevant information. In addition, STUDENT and PARENT/GUARDIAN agree that they are responsible to the School District to submit a completed police report within five business days of the incident. The PARENT/GUARDIAN and STUDENT signatures constitute consent for the District to use Internet Protocol tracking until the District locates the Laptop or until PARENT/GUARDIANS or STUDENT provide written notification that the Laptop is no longer missing.
8. STUDENT and PARENT/GUARDIAN understand and agree that for STUDENT to take the Laptop off-campus, a **yearly fee** will be associated to this action. An off-campus fee of \$40 dollars per student is required for STUDENT to take the Laptop off School property. Households with multi-child participants will receive a 'combined' cost. A two child household participating in the off-campus option will cost the household \$60; a three or more child household will pay a total of \$75. These fees will apply only to families who permit their children to take their laptops from school. The School District will accommodate reduced fees for Free and Reduced Lunch participant households.

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9. STUDENT and PARENT/GUARDIAN understand and agree that at the end of the school year or upon request of an Administrator, STUDENT must return the Laptop and accessories to the School District in the same condition that the Laptop was originally provided to STUDENT, ordinary wear and tear accepted. Failure to return these items or returning items in a condition beyond ordinary wear and tear will result in the fees noted in Table 1.
10. In the event that the Laptop is damaged while in the custody of STUDENT, then STUDENT and PARENT/GUARDIAN will immediately advise Cocalico School Administration of the incident and all relevant information. STUDENT and PARENT/GUARDIAN understand and agree that they are responsible for all accidental damages to district issued laptops are subject to a cost of repair up to \$100 for the first incident of damage. For the second incident of damage, costs/charges will be up to but not exceed \$200. If a third incident of damage occurs, access to a Laptop will be at the discretion of Cocalico School Administration and appropriate charges will be defined at that time. Cocalico School District will arrange a loaner Laptop, as needed, during the repair period.

Table 1

| Item                | Value |
|---------------------|-------|
| Laptop (MacAir 11") | \$800 |
| Charging Brick      | \$79  |
| Charging Extension  | \$8   |
| Charging Duck       | \$2   |
| Case                | \$50  |
| Strap for Case      | \$8   |
| Pouch for Case      | \$8   |

11. In the event that the Laptop is lost or stolen while in the custody of STUDENT, then STUDENT and PARENT/GUARDIAN will immediately advise Cocalico School Administration of the incident and all relevant information. STUDENT and PARENT/GUARDIAN understand and agree that they are responsible for the cost of the replacement of the laptop as determined by Table 1 above and the discretion of the Cocalico School District. Cocalico School District may arrange a loaner Laptop as determined by the Cocalico School Administration.
12. STUDENT and PARENT/GUARDIAN understand and agree that they are not to attempt any repairs/services on the Laptop and that damaged Laptops must be returned to the Technology Department for repair/service.

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13. STUDENT and PARENT/GUARDIAN understand and agree that if the School District determines that STUDENT failed to adequately care for the School District's computer or violates District rules or policies, then the School District may terminate STUDENT'S ability to use the computer outside of school or even STUDENT'S ability to use the computer at all. If the School District determines that STUDENT acted with intent to damage the School District's property, then, in addition to any other available remedies, the School District may refer the matter for appropriate civil, criminal and/or juvenile proceedings.
14. STUDENT and PARENT/GUARDIAN understand and agree the right to use and possess the Laptop terminates no later than the last day of classes during the school year unless terminated by the District or upon STUDENT withdrawal from the District. Failure to return the Laptop and the continued use of it without District consent will be considered an unlawful appropriation of school property and authorities may be sent to your place of residence, or other location to take possession of the Laptop and accessories.
15. STUDENT and PARENT/GUARDIAN understand that the right to use and possess the laptop is a privilege and not a right. Students are expected to use their laptops in accordance with all School District rules, policies and procedures and any applicable state or federal laws. Failure to do so will result in one or more of the consequences listed below as determined by the staff and administration of the School District:
  - a. Student conference
  - b. Parent conference
  - c. Revocation or suspension of use or access privileges including take home privileges
  - d. Any and all school disciplinary actions including, but not limited to detention, in-school suspension, out-of-school suspensions, and expulsion
  - e. Civil and/or criminal liability under state or federal law