

# ASL Laptop Use Acknowledgement Form 2018-2019

Students will review and check each statement in an online form at the start of school.

The following items reiterate some of the most important points covered in the *ASL Laptop Computer Use Agreement* and the *ASL Standards for Proper Laptop Care* document.

	Student acknowledgement
I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations, the laptop and in the cloud via Google's Backup and Sync app.	
I understand that the school will not backup and restore any music, photos and video files not directly related to schoolwork. It is the full responsibility of the student to keep copies of their music, photos and movie files. The student is also fully responsible for copying back any music, photos and movie files after maintenance on the computer.	
I will not leave my laptop unattended unless it is locked in a secure place. My family may be fully responsible for the cost of replacement should my laptop become lost or stolen.	
I will not use file-sharing programs to download music, videos or other media.	
I will not duplicate or distribute copyrighted materials other than a backup copy of those items I legally own.	
I will not use another student's laptop unless given permission by a teacher (i.e. as part of a group project in class).	
I will keep the laptop lid fully closed whenever it is moved from one point to another, and I will keep the laptop in its carrying case at all times.	
I will read and follow general maintenance alerts from school technology personnel. If a Managed Software Update appears, I will make an attempt to apply it within 24 hours.	
I will report in a timely manner any problems with my laptop to a member of the tech support staff.	

Please check the boxes to acknowledge that you

- have read the ASL Responsible Use Policy
- have read the *ASL Laptop Computer Use Agreement*
- have read the *ASL Standards for Proper Laptop Care* document
- agree to comply with their stated conditions.