

# Student/Parent Agreement for District Issued Laptop

The Lyme – Old Lyme School District views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experience. It is the policy of the Lyme-Old Lyme School District to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege, comes responsibilities for the parent and for the student.

## Student/Parent Responsibility

- Upon receipt of this signed contract, your child will receive a district issued laptop.
- Students will be expected to use and take care of this laptop throughout their tenure with the Lyme-Old Lyme School District. Students will be expected to return their laptop in good working condition upon request or when leaving the district.
- The student issued laptop is the property of the Lyme – Old Lyme School District and is on loan to the student.
- The use of electronic resources is a privilege, not a right, and may be revoked at any time.
- The student/parent will be held financially responsible for the replacement and/or repair of the device if damaged/or loss.
- In order to safeguard this laptop while in your child’s possession you may wish to consider the following at your own expense:
  - Insurance
    - Parents may wish to contact your personal insurance agent regarding options for protecting the district issued laptop.
  - Device Protection
    - You may also wish to purchase backpacks with padded laptop compartments, and/or a padded laptop sleeve for a 12” laptop.

## Acceptable Use Guidelines for Before, During and After School Hours

- I understand that the use of electronic information resources must be in support of education, research, and the educational goals and objectives of the Lyme – Old Lyme School District.
- I understand that my computer use is not private; all electronic mail and all files stored on the Lyme – Old Lyme equipment, the network, or cloud services are property of the district and may be subject to review and monitoring.
- I will accept personal responsibility in reporting any misuse of the network to the system administrator.
- I agree not to submit, publish, display, or retrieve any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- I will abide by all copyright regulations.
- I will not reveal home addresses or personal phone numbers of myself or others.
- I will not use the network in any way that disrupts the use of the network by others.
- I will not use the network for commercial purposes.
- I will follow all of the rules of the Lyme – Old Lyme School District while using electronic information resources.
- I will not attempt to harm, modify, or destroy hardware or software, or interfere with system security.

**Consequences:**

The use of district technology is a privilege and not a right. Students are expected to use all technology, including district issued laptops, in accordance with these guidelines, the District Acceptable Use Policy and any applicable laws. Failure to use district technology appropriately will result in the following consequences, as determined by district staff and administration.

- Limit student use or access privileges
- Loss of the privilege of taking a district issued laptop home
- Financial restitution
- Disciplinary action or restorative practice
- Suspension from school
- Expulsion from school
- Civil or criminal liability under applicable laws

**Availability of Loaners:** A small number of loaner laptops will be available for those rare times a laptop is under repair. Repeated use of loaners for forgotten, uncharged or damaged laptops may result in consequences.

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**THIS FORM MUST BE SIGNED AND RETURNED PRIOR TO RECEIVING A STUDENT ISSUED LAPTOP.**

**Students:** I understand and accept the terms of the Student/Parent Agreement for Student Issued Laptops. I recognize that this agreement is in effect for the entire time I am a student of the Lyme-Old Lyme School District.

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

**Parents:** I understand and accept the terms of the Student/Parent Agreement for Student Issued Laptops and have discussed them with my child. I recognize that this agreement is in effect for the entire time my child is a student of the Lyme-Old Lyme School District.

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