



Student/Parent Laptop Agreement

This form must be completed and returned to the school prior to receiving an FCPS student laptop. Student and parent/guardian signatures are required.

1. Agreement Terms:

Students and Parent/Guardian will sign the laptop agreement before taking possession of the property. Students will comply at all times with the Fredericksburg City Public School's Acceptable Use Policy (AUP), incorporated herein by reference and made a part hereof for all purposes. Removal of any tags on the laptop including serial number, model information, or asset tag will be considered a violation of this agreement. Any failure to comply may terminate the students' rights of possession effective immediately and the District will repossess the property.

2. Title:

Legal title to the property is to the District and shall always remain to the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the AUP.

3. Damage:

If the property is damaged, students/parents are responsible for the reasonable cost of repair. In the case of vandalism, and other criminal acts, the student or parent **MUST** file a police report within 48 hours of the occurrence. Damage of the property includes but is not limited to the laptop, keyboard, accessories, screen, and charger.

4. Loss or Theft:

If the property is lost or not returned, the student is responsible for the Fair Market Value on the date of loss. In the case of a laptop being stolen, students/parents will **not** be charged if the student reports the theft by the next school day and a police report is filed. Incidents happening off campus must be reported to the police by the parent and a copy of the report must be brought to the school. The student will be charged the Fair Market Value of the laptop without a police report.

<u>Age of Laptop Value:</u>	<u>Fair Market Value</u>
1 year or less	100% of the replacement cost
1-2 years	75% of the cost of a comparable replacement computer
2-5 years	50% of the cost of a comparable replacement computer

**If this fee creates a financial hardship, please contact the building administrator about payment options regarding payment of a fee. Upon proof of financial hardship, the administrator may elect to create a payment plan for the student / parent to pay out fees over time.*

5. Repossession:

If you do not timely and fully comply with all terms of this Agreement and the AUP, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

6. Term of Agreement:

Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

7. Appropriation:

Your failure to return the property in a timely manner and the continued use of it for non---school purposes without the District's consent may be considered unlawful appropriation of the District's property.

8. Use of Computers and Laptops on the Network

FCPS is committed to the importance of a student being able to continue with their work when his/her laptop is experiencing problems. If a student has questions or concerns about their laptop condition or performance, please contact a teacher.

9. No Loaning or Borrowing Laptops:

Do **NOT** loan laptops or other equipment to other students.

Do **NOT** borrow a laptop from another student.

Do **NOT** share passwords or usernames with others.

10. Internet Safety:

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network but may be unprotected at home. **Students are in violation of district policy if they access these sites via bypassing the content filter at school.** Parents may want to restrict their home access.

11. Deleting Files:

Do not delete any system folders or files that you did not create or that you do not recognize. Deletion of certain files will result in computer failure and will interfere with your ability to complete class work and may affect your grades.

12. Music, Games, or Programs:

- Any music downloaded or streamed over the Internet must be **appropriate** as per District policy.
- Any games streamed over the Internet must be **appropriate** as per District policy.
- Decisions regarding **appropriate** music and games will be at the discretion of the School Administration.
- Wasting school resources through the improper use of the computer system(s) is **NOT** allowed.
- All software on the system must be District approved and installed by the Technology Department.
- All copyright laws should be followed.
- In the case of a laptop needing to be re-imaged, this will **result in the loss of ALL personal data.**

13. Transporting Laptops:

- Laptops should **be fully charged prior to arriving at school each day.**
- Laptops can be left on around the clock. **RESTARTING ONE TIME PER WEEK IS RECOMMENDED.**

You have received the following: (1) Acer Travelmate Laptop (1) AC Adapter for Acer Travelmate

I have read and agree to the terms of this agreement.

Student Name

Parent Name

Student Signature

Parent Signature

Date

Date

**FCPS Use
Only**

Computer Make and Model: _____

Asset Tag # _____

Grade: _____

Teacher: _____

Year of Graduation: _____

