



School District **Elementary Laptop Assignment Agreement**

Family Technology Access Help Phone Number: 425-936-1322 Email: [ftaccess@lwsd.org](mailto:ftaccess@lwsd.org)

Student Name: \_\_\_\_\_ StudentID# \_\_\_\_\_

School Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Windows/O365 Username: \_\_\_\_\_ Password: \_\_\_\_\_

**Computer Rules & Guidelines**

The following information is summarized from the district's [Student Acceptable Use Procedures](#).

DO:

- Use equipment for school educational purposes
- Use equipment in appropriate manner

DO NOT:

- Do not install, uninstall, or change any software programs.
- Do not use for anything illegal, indecent, bullying, harassing, or inappropriate messages.
- Do not place stickers or otherwise mark the laptop.
- Do not try to get around filtering, use proxies, special ports, or change browser settings.

DAILY EXPECTATIONS:

- Tell an adult right away if something is wrong with the computer.
- I am responsible to take care of the computer. If I damage or misuse the computer, I may lose the privilege of checking out a computer for use at home.

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**Elementary Computer Check Out**

Date of checkout: \_\_\_\_\_

Laptop Model (CIRCLE ONE): HP11 SURFACE GO

Power Cord: YES NO Pen: YES NO

The computer is in working condition and is not damaged at time of check out.

Initials Only: District Inspection \_\_\_\_\_ Student/Family Inspection \_\_\_\_\_

I have read and will follow the Student Acceptable Use Procedures:

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