

## **DISTRICT OWNED COMPUTERS**

The school district will check out district owned equipment, such as laptop computers, to staff and students. Equipment will be used to fulfill requirements of school programs. To ensure laptops are used to their fullest benefit and in an appropriate capacity, the Superintendent, or a designee, will develop a Laptop Use Agreement.

The Laptop Use Agreement will:

1. State the length of time that computers are to be checked out;
2. Provide an avenue for staff, students, and parents to acknowledge responsibility for the care and use of district property;
3. Set forth guidelines for appropriate laptop use, including considerations that inform users how to properly care for laptops;
4. Inform staff, student, and parents of the consequences of violating the Laptop Use Agreement, which could include restricted laptop privileges; and
5. State that abuse, damage, negligence, or loss of this equipment will result in an assessment of cost to the staff member or to parents of students checking out the equipment.

A Laptop Use Agreement must be filed prior to laptop check out. Students must have a parent or guardian sign the Laptop Use Agreement.

The Superintendent is responsible for establishing and maintaining a system to inventory laptops and to maintain a record of signed Laptop Use Agreements.

Adopted: June 9, 2014

## **BON HOMME SCHOOL DISTRICT LAPTOP PROTECTION PLAN FORM**

Bon Homme School District recognizes that with the implementation of the Tablet Initiative, there is a need to protect the investment by both the district and the student/parent. The following outlines the various areas of protection: warranty, accidental damage protection, and insurance.

**Warranties:** This coverage is purchased by Bon Homme School District. Fujitsu warrants the tablets from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the tablet or tablet replacement. The warranty **does not** warrant against damage caused by misuse, abuse, or computer viruses.

**ADDITIONAL INFORMATION:** In cases of theft, vandalism, and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

**INTENTIONAL DAMAGE:** Students/parents are responsible for full payment of intentional damages to laptops. Warranty, Accidental Damage Protection, or school district tablet protection **DOES NOT** cover intentional damage of the tablets.

### **STUDENT PLEDGE FOR LAPTOP USE**

1. I will take good care of my laptop and know that I will be issued the same laptop each year.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop since they may cause damage to the computer.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in an approved case.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the district laptop.
11. I understand that my laptop is subject to inspection at any time without notice and remains the property of Bon Homme School District.
12. I will follow the policies outlined in the *Tablet Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement items in accordance with the above table in the event any of these items are lost or stolen.
16. I agree to return the district laptop, and power cords in good working condition.

## WEB PAGE AND LAPTOP INSURANCE FORM

Throughout the year, the school will be updating their website with the possibility of using photographs of classes, class projects, special events, teams, and/or organizations.

No last names will be used with any of the photographs. Please read through the following options and check the appropriate box or boxes.

Yes, my child's picture may be displayed on the school's website. I understand that no last names will be used.

Yes, my child's work samples, art work, or pictures of their completed projects may be displayed on the school's website.

No, neither my child's picture, nor any work completed by him/her may be displayed on the school's website.

**I agree to the stipulations set forth in the above documents including the Laptop Policy, Procedures, and Information, the Acceptable Use Policy, Laptop Protection Plan, the Student Pledge for Laptop Use, and Web Page Publications.**

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Student Name (Please Print)

X \_\_\_\_\_  
Student Signature

Date: \_\_\_\_\_

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Parent/Guardian Name (Please Print)

X \_\_\_\_\_  
Parent/Guardian Signature

Date: \_\_\_\_\_

**Individual school computers and accessories must be returned to Bon Homme at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Bon Homme for any other reason must return their individual school laptop computer on the date of termination.**

# **THIS SECTION FOR HIGH SCHOOL STUDENTS ONLY!!!**

## **INSURANCE OPTIONS FOR ACCIDENTAL DAMAGE, THEFT, LOSS OR FIRE:**

To protect tablets that are accidentally damaged, stolen, lost or damaged by fire, the student/parent must commit to either **Option A – School District Policy**, **Option B – Personal Insurance**, or **Option C – On Campus**. Please check the appropriate box.

### **Option A – School District Protection Policy**

\_\_\_\_\_ You choose to pay the district an Annual protection payment of \$30 for a single student or \$50 for family coverage when there are 2 or more students in the district using tablet computers. The \$30 or \$50 payment is non-refundable. This protection coverage has a \$0 deductible.

### **Option B - Personal Insurance**

\_\_\_\_\_ You will cover the tablet under your own personal insurance policy and in the case of accidental damage, theft, loss, or damage by fire, you agree to pay the district the amount received from your insurance company plus any additional amount needed to cover the tablet replacement not to exceed \$1,500.00. Proof of insurance has to be turned in before the tablet is issued to the student. Please be advised to look at your deductible and decide if Option A is better for this coverage.

### **Option C - On Campus**

\_\_\_\_\_ You may be able to use the school issued laptop on school grounds only. The laptop will be checked out at the beginning of the school day and checked back in at the end of the school day. This option comes with no cost associated with it.

## **FEES IN ADDITION TO INSURANCE COVERAGE ARE AS FOLLOWS:**

### **Accidental Laptop Damage:**

- **The first reported accident incurs a \$50 fee.**
- **The second reported accident will incur a \$100 fee.**
- **Upon incurring a third reported accident, the student will turn in their laptop at the end of each school day and future laptop privileges will be suspended and reinstatement of those privileges will be determined by the Technology Coordinator and Administration.**
- **If at any time, students who have recorded more than one damage report and incur a fee that is not paid, the student would be subjected to checking in their laptop at the Office or Technology Center at the end of each day.**