

# North Adams Community Schools

## Student Laptop Agreement

### Students

The laptop is yours to use for educational purposes, innovation, and creativity. Responsible use of your laptop is expected. You are also expected to fully participate with the laptop in all classrooms as directed by your teachers. Finally, we hope you enjoy your laptop to its fullest potential. The laptop can be used for word processing, access to the Internet, and to run a variety of apps that enhance the educational process. Responsible, school-appropriate personal use is acceptable.

### Parents

North Adams Community Schools (NACS) is leading the way in the integration of the newest technology innovations and putting them into the classroom. With a significant investment in educational technology and infrastructure, your child will be exposed and trained to utilize technology as a tool and resource to enhance his/her learning.

The laptop that your child is receiving can be used for word processing, access to the Internet, and run a variety of apps that enhance the educational process. As we move forward, many classroom resources, including textbooks, will be added to the laptop. Teachers will communicate with students through the laptop and will distribute and collect many classroom papers and documents electronically.

Finally, we encourage your child to be innovative with the laptop. The device can be used for a variety of applications. We encourage you to support your child in learning to use the new technology, ask him/her questions, and teach you what he/she is learning. If you ever have questions, please contact school personnel.

### What happens if I lose or damage my laptop?

- Broken screen or accidental damage to the laptop - **\$55.00** fine (multiple incidents may result in a higher charge)
- Lost or damaged charger - **\$44.00** fine or replace charger (MUST BE OEM DELL CHARGER)
- Lost or damaged laptop protective case – **\$25.00** fine
- Lost or stolen laptop - **\$500.00** fine
- Note: Please check your renter's, auto, and homeowner's insurance to see if the laptop is covered should it become damaged, stolen, or lost.

### Expectations

1. Students must abide by all school rules as outlined in the Student Handbook and Acceptable Use Policy.
2. Students agree to participate in all class activities and assignments as directed by their teachers.
3. Students and parents agree to be responsible for proper care of the laptop and that any damage or loss may result in financial liability in replacing the laptop.
4. Students and parents agree that any inappropriate use of the laptop will result in school discipline that may include the loss of technology privileges, and other discipline outlined in the student handbook.
5. Students and parents agree that all apps and content to be installed on the laptop, including music and media files, must be acceptable in a school environment.
6. Parents agree to monitor student use on the Internet while using the laptop on their home network.
7. Students and parents agree that North Adams Community School personnel may search the school- issued laptop and that student and parents will assist in securing full access if requested.
8. Students and parents leaving North Adams Community Schools must return the laptop to the school corporation in good working condition.
9. The laptop is the property of North Adams Community Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a laptop or a school supplied or supported email service.
10. The North Adams Community Schools laptop is the only approved personal computer allowed for

students enrolled in NACS. All other computers are not allowed and are subject to seizure.

11. The laptop comes equipped with both a front and rear-facing camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual, or group. North Adams Community Schools is a closed campus, with NACS retaining the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain school permission to publish a photograph or video of any school related activity.
12. Each student is responsible for bringing his/her laptop to school every day, unless otherwise directed by a staff member. Failure to bring a laptop, or any other class material(s), does not release the student from his/her responsibility for class work. If a student repeatedly fails to bring materials to class, including the laptop, the student will be subject to disciplinary action.
13. The student shall bring his/her laptop to school fully charged. A student's repeated failure to charge his/her laptop may result in disciplinary action.
14. While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.
15. Games, music, videos, and sound use will be at the discretion of the classroom teacher(s) and building administrator.
16. The laptop affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space (i.e. OneDrive or school's H Drive).
17. The North Adams Community Schools laptop is primarily designed as a tool for schoolwork; any use of the laptop should be limited to school activities during the school day.
18. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
19. North Adams Community Schools encourages students to take their laptop home at night for class work, responsible personal use and recharging. All the rules and regulations that are in effect during the school day extend to the use of the laptop at home.
20. North Adams Community Schools makes no guarantee, written or implied, that materials on the laptop, including student work, will be safe from deletion or corruption, accidental or otherwise.
21. The use of the laptop is intended to enrich the educational experience of North Adams Community Schools students and as such, should be used in a responsible manner. The student should NEVER share his/her password/log-in information with another person because he/she (the student) is responsible for any violation/misuse of the laptop that is done while under the student's log-in.
22. Administrators and/or teachers may revoke or re-instate laptop privileges, at their discretion.

This contract was provided to us (student and parent) following a meeting regarding the laptop. We have been informed about a number of things, including appropriate use, care/maintenance, costs, damages, and insurance.

By signing below, we agree to the expectations and procedures as detailed above.

\_\_\_\_\_  
Student (Print Name)

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

\_\_\_\_\_  
Student e-mail address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian (Print Name)

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

\_\_\_\_\_  
Parent/Guardian e-mail address

\_\_\_\_\_  
Date