

PARK RIDGE PUBLIC SCHOOLS

85 Pascack Road
Park Ridge, NJ 07656

Phone: 201-573-6000

Laptop Agreement Form

All students in Grades 3-12 of the Park Ridge School District are issued a laptop computer for their educational use. It is our belief that if reasonable precautions and care are taken in the use of the laptop, the laptop should not experience physical damage. Each student and parent is asked to read this form carefully, and sign at the bottom.

PROPER DEVICE CARE AND PRECAUTIONS

I/We understand that the laptop and its accessory equipment are the property of the Park Ridge School District.

I/We understand that the student, with the support of the parent, is responsible for the daily care and maintenance of the laptop. The laptop shall remain clean, and free of stickers.

I/We understand and agree to abide by the rules and regulation of Board Policy 2361, Technology Acceptable Use. Failure to abide by this policy will result in disciplinary action.

I/We understand that I/we must report all laptop damages, or the theft/loss of the laptop to the technology department at your school. I/We understand that the laptop may need to be returned to Technology for periodic upgrades and maintenance.

I/We understand that the laptop must be in its protective equipment at all times, as a reasonable precaution against damage, theft or loss.

I/We understand the I/we will be responsible for all repair/replacement charges associated with laptop damages caused intentionally, through a lack of reasonable precautions or loss/theft. Costs will be set by repair professionals authorized to act in such capacity as part of the agreement between the school district and the manufacturer.

I/We understand that, unless instructed otherwise by a teacher, all students must have their fully-charged laptop computer with them each day for every class.

I/We have read and understand the Parent-Student Technology Handbook.

USAGE AND PRIVACY

I/We understand that Park Ridge uses Schoology for learning management, PowerSchool for our student information, and is a G Suite for Education district. Google's core services (such as Drive, Docs, Sheets, and Forms), as well as additional services (such as YouTube, Maps, and Earth) are a regular part of our instructional technology. The District also contracts with Microsoft for Microsoft 365 products. Students will have school-managed accounts on these services, and others as curricularly appropriate.

I/We understand that the primary purpose of the 1:1 program is educational. The laptop is not a personal device, nor is it a gaming computer.

I/We understand that, in accordance with N.J.S.A. 18A:36-39, a student's usage of these devices is filtered, but not actively monitored outside of the classroom. At the direction of the administration, for discipline or safety reasons, the Technology Department may access a student's browser history and record of online activity.

OWL CARE INSURANCE COVERAGE

I/We understand that each laptop includes Owl Care insurance coverage for accidental damage, theft, and/or catastrophic loss. The insurance payment will be \$100.00 per laptop for all incoming third-grade students and students new to the Park Ridge School District. The renewal fee for a new 'Oops' will be \$250. Please refer to the Technology Handbook for comprehensive information the Owl Care Insurance program.

I/We understand that Owl Care includes accidental damage coverage for one incident - the 'oops' - during the student's career. I/We understand that in order to receive coverage, damages must result from an accident. Details of the accident must be submitted with every claim. Repairs beyond the initial 'oops' will incur a charge according to the Board's fee schedule in the Technology Handbook.

I/We understand that if, in the opinion of the building administration, the student did not exercise proper care and/or take appropriate precautions, and this behavior resulted in damage to the laptop, the cost of the repair will be the responsibility of the student/parent.

I/We understand, in the event that there are repeated 'accidents' of a similar nature, the school administration may view this as a situation in which the student did not exercise proper care and/or reasonable precautions. In the event this should be the case, the cost of the repair will become the responsibility of the student/parent.

THEFT AND/OR LOSS OF THE DEVICE

I/We understand that in the event my laptop is stolen, I/we must contact the school administration immediately. I/we understand that a police report must also be filed.

I/We also understand that in the event that my laptop was stolen as a result of my own carelessness, then this coverage will not be made available to me and I will be responsible for the full replacement cost of the laptop.

GENERAL ACKNOWLEDGMENT

By signing below, I indicate that I have fully read this form and the accompanying Park Ridge School District Technology Handbook.

If I have any questions about this form or district policy, I may contact the District by phone or by emailing techsupport@parkridge.k12.nj.us

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____