Olean City School District
Dell Latitude laptop/iPad Take Home Permission Form 2026-2027

For further details and a more detailed list of acceptable/non-acceptable uses, please refer to the Student Laptop, iPad and MS Office 365 Account Guidelines and Procedures and BOE Policy #7315. Or visit the website: https://www.oleanschools.org/technologydata-privacy/technology/technology-aup.

General Guidelines:

The district device is to be used as an educational tool in school and at home (if written parental consent is provided) by signing and returning this form. Cameras may be enabled on the devices and are to be used for educational purposes only. Any misuse or inappropriate use of the laptop/iPad camera will result in the appropriate disciplinary action as outlined in the Student Code of Conduct. Students and families are responsible for any costs associated with repairing or replacing the district laptop/iPad due to intentional damage, negligence or loss of the district device.

Security:

Students are responsible for the security of their devices at all times. Any loss or theft must be reported to the local police authorities and the building principal immediately. Devices are issued and registered to an individual student. Parents/Guardians will have the rights to their child's login credentials. CIPA Compliant Internet Filtering and monitoring is active within our school network and on the device when connected to home and public Wi-Fi networks. It is the sole responsibility of the parents/guardians to monitor their student's use of the device and internet on their home wireless network. Cameras may be enabled on district laptops/iPads.

Responsibilities:

Cost for replacement and/or the repair due to intentional damage or negligence, loss or theft that may occur to the device while assigned to the student are the sole responsibility of the undersigned parent/guardian. If the device is stolen while assigned to you, it should be reported to the local police authorities and the building principal immediately. Students are responsible for the charging of their device and ensuring that the charged device is available for all of their classes. Students should plan to charge their device while at home for use the next school day. Devices and accessories provided must be returned in good condition and in working order at the end of each school year or when a student is no longer enrolled at the school.

Potential costs for lost or damaged laptop accessories include:	
Full replacement cost of a laptop - $600	iPad - $324
Laptop power adapter - $44	iPad case: w/ keyboard $100, w/o keyboard $30
Laptop case - $33	iPad charger (block) $20 (cord) $20
2nd cracked screen: $85	

This form grants privileges for your child to take home his/her device during the current school year. Your signature below indicates your knowledge and acceptance of the guidelines and responsibilities listed above and in the Student Guidelines and Procedures document found in the Student Handbook and on the district web site.

Student's **Printed** Name:	Grade:
Parent/Guardian **Printed** Name:	**Circle One:** EV WW OIMS OHS
Parent/Guardian **Signature**:	Date: