Student Laptop Agreement

2026-27 School Year

Carroll County Public Schools (CCPS) provides all students access to the Internet, network resources as well as a laptop computer and power adapter. In addition to adhering to the Telecommunications and Internet Safety guidelines outlined in the Student Handbook, students are expected to follow the guidelines below and take any additional common sense precautions to protect the laptop and the power adapter that is assigned to them. Please review this document with your student before signing and make sure they understand their responsibility when it comes to caring for their devices and being good digital citizens.

Care and Maintenance

The student is responsible for the daily care and maintenance of the laptop. This includes, but is not limited to the following:

- Keep the device in a safe place when not in use.
- Do not eat or drink near your laptop.
- Carry the device carefully at all times.
- Do not store items on top of the device.
- Keep the device clean using a soft cloth.
- Do not mark the laptop in any way with markers, stickers, etc.
- Do not leave laptops in vehicles. Computers cannot tolerate extreme temperatures.
- Do not attempt to remove, add, or change the physical structure of the device. This includes keys, memory, battery, screen, charger, ID labels, etc.
- Do not install any additional software on the device including browsers and software to circumvent filtering.
- Treat this device carefully and alert their teacher if there is any problem with the operation of the device or the laptop is dropped or damaged in any way.

General Use

- Students agree to adhere to the procedures outlined in the "Telecommunications and Internet Safety" section of the Informational Calendar Student/Parent Handbook.
- The laptop and power adapter issued to the student are the property of CCPS and all content (software, email, Internet usage) will be monitored. Content found that is related to illegal or unethical activities will be reported to the authorities.
- The laptop is subject to inspection at any time without notice.
- Any information stored on the laptop by the student is the property of CCPS.
- The laptop and power adapter must be returned when the student withdraws out of CCPS, or when requested by the school. The device must be returned in the same state as it was received.
- Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- The student is the only authorized user of their assigned laptop. They should never share or swap laptops with another student or adult. They should always keep their password CONFIDENTIAL.
- Use of this equipment for any purpose other than educational use may result in loss of privileges.
- Students who do not wish to bring their laptop and power adapter home will need to coordinate appropriate storage of their device with their school administration.

Damage/Loss

Any damage, theft or loss of a device must be reported to the school immediately. In the event of theft, a police report must be filed and the police report number must be provided to the school. Parents/guardians accept financial responsibility for costs related to abuse or neglect (both intentional and accidental) caused by their student, and will be invoiced accordingly.

- Laptop repairs due to physical damage: $150
- Replacement laptop due to loss or severe damage: $300
- Replacement power adapter: $32

The prices shown above reflect the maximum amount that would be billed per incident. Replacement laptops and power adapters will be provided from in-stock inventory and may not be a brand new device. If the laptop issued to your student is not brand new at the time of issuance, it is assumed that it may already have some minor wear and tear. All laptops are inspected for major damage prior to being reissued. We would not issue a laptop to a student if it already had damage severe enough that we would hold a student financially responsible for it.

Filtering

CCPS utilizes web browser safe search and web content filtering available within Microsoft Defender Advanced Threat Protection (MS ATP). This is in place on student laptops when connected on and off our network while the student is using Edge and Chrome. Additional, more robust, filtering and firewall policies are employed when connected to the CCPS network at our schools. While the off network filtering will help prevent your student from accessing unsafe sites, it is not guaranteed to catch everything. It is imperative that you monitor the sites your student is visiting when they are using their device at home.

Decline Option

You have the option to decline a laptop for your student. However, please note that a laptop will still be allocated to your student for instructional purposes within the classroom. The laptop will be kept at school and will not be permitted to go home with your student, even during virtual learning days. It is important to emphasize that your student is responsible for taking care of the laptop while in their possession, just as they would with any other school property. It is also important to note that even if your student brings their personal laptop or tablet to school, in most instances they will be required to utilize their CCPS issued laptop for instruction. Additional information pertaining to student owned devices can be found in CCPS Board Documentation - JCJI - Portable Electronic Device Regs.

Agreement

By signing below, I confirm that I have reviewed the contents of this document with my student. I agree that my student and I will abide by the conditions listed above and assume responsibility for the care and proper use of the CCPS issued laptop and power adapter. Additionally, I hereby release CCPS from any and all claims and damages of any nature arising from my student's use, or inability to use, the system.

☐ I decline a laptop for my student. I understand that one will still be assigned to them for use in the school and my student is responsible for that laptop while it is in their possession.

_____ _____

Student's Name **Grade Level**

_____ _____

Parent/Guardian Signature **Date**

_____

Printed Name of Parent/Guardian

Note – your student is required to comply with the expectations outlined in this agreement, even in the absence of a signed document. As with any other school property, they may be held accountable for any damages caused while the laptop is in their possession.