

West Valley Central School
District-Issued Laptop Program
Grades 7-12
Purpose

West Valley Central School provides students in Grades 7-12 with a district-issued laptop to support learning both in school and at home. These devices remain the property of West Valley Central School and are provided for educational purposes. Students and families share responsibility for ensuring the device is properly cared for and available for learning each school day.

Student & Parent/Guardian Responsibilities

Student Responsibilities

Each student will be assigned one district-issued laptop and charger. Students are expected to:

- Bring their assigned district-issued laptop to school every day.
- Bring the laptop fully charged each morning.
- Bring the laptop to every class where technology is required.
- Use only the laptop assigned to them.
- Know where their assigned laptop is at all times.
- Transport the laptop safely between home and school.
- Keep the laptop in good condition and free from intentional damage.
- Keep all district asset tags and identification labels intact.
- Report lost, stolen, or damaged devices immediately to the Technology Department or Main Office.
- Follow the District's Acceptable Use Policy and Code of Conduct.

Students may **not**:

- Borrow another student's laptop.
- Loan their assigned laptop to another student.
- Remove or cover district identification labels or asset tags.
- Attempt repairs or modifications.
- Deface the laptop with stickers, writing, or markings that obscure district labels.

Failure to bring the assigned laptop or bring it fully charged does not excuse students from completing classroom assignments.

Laptop Accountability

Students are expected to use only the device assigned to them.

Loaner laptops are intended only for:

- Hardware or software failures.
- District-authorized repairs.
- Other circumstances approved by the Technology Director or administration.

Loaner laptops are **not** intended to replace forgotten or uncharged laptops on a routine basis.

Forgotten Laptop Procedure

First – Fourth Occurrence (per quarter)

- Loaner issued if available.
- Incident documented.

Fourth and Subsequent Occurrences

- After-school detention assigned.
- Parent/guardian notified.

May include:

- Parent conference
- Loss of loaner privileges
- Additional disciplinary action consistent with the Code of Conduct

Uncharged Laptop Procedure

Students are expected to charge their laptop every evening.

Repeated occurrences may result in:

- Parent notification
- Loss of loaner privileges
- Detention or other disciplinary consequences

Emergency charging stations are available only for occasional emergencies and are not intended for daily use.

Care of District Property

Students are expected to:

- Handle laptops carefully.
- Keep food and beverages away from the device.
- Never leave the laptop unattended.
- Store the laptop safely during transportation.
- Return the assigned laptop and charger immediately upon request or at the end of the school year.

Damage, Loss & Financial Responsibility

Students and parents/guardians are responsible for exercising reasonable care while district-issued equipment is assigned to the student.

Students and families may be financially responsible when damage or loss results from:

- Negligence
- Intentional damage
- Misuse
- Careless handling
- Failure to properly safeguard the laptop
- Lost or stolen devices due to negligence
- Missing charger
- Failure to return district-issued equipment

Examples include:

- Cracked screens
- Broken hinges
- Missing keys
- Liquid damage
- Damage from dropping or throwing the laptop
- Missing charger
- Removal of district asset labels

The District will **not** charge families for:

- Normal wear and tear
- Manufacturer defects
- Hardware failures from ordinary use

The District reserves the right to determine whether damage resulted from negligence or normal wear.

Repeated negligent damage may also result in disciplinary consequences.

Device Monitoring

District-issued laptops are school property and should not be considered private.

West Valley Central School utilizes device management and monitoring software to promote student safety and maintain an appropriate educational environment. Student activity on district-issued devices and district accounts may be monitored on and off campus when permitted by law.

Monitoring software may notify school administrators of concerns including, but not limited to:

- Bullying or cyberbullying
- Harassment
- Threats of violence
- Threats of self-harm
- Inappropriate or explicit language
- Searches for prohibited or dangerous content
- Attempts to bypass district internet filters or security settings
- Other activity that may violate the District's Acceptable Use Policy or Code of Conduct

Students should have **no expectation of privacy** while using district-issued devices, district accounts, or district networks.

Student Acknowledgement

I have read and understand the **West Valley Central School District-Issued Laptop Program** and agree to comply with all expectations outlined in this document.

I understand that:

- The laptop and charger remain the property of West Valley Central School.
- I am responsible for bringing my assigned laptop to school every day, fully charged and ready for use.
- I am responsible for properly caring for my assigned laptop and charger.
- I understand that district-issued devices are monitored and that I should have no expectation of privacy while using district-issued devices, district accounts, or district networks.
- I understand that failure to follow these expectations may result in disciplinary action.
- I understand that I and my parent/guardian may be held financially responsible for repair or replacement costs resulting from negligence, misuse, intentional damage, loss, or failure to return district-issued equipment.

Student Name (Print): _____

Student Signature: _____

Grade: _____

Date: _____

Parent/Guardian Acknowledgement

I have reviewed the **West Valley Central School District-Issued Laptop Program** with my child.

I understand that:

- The laptop and charger remain the property of West Valley Central School.
- My child is responsible for bringing the assigned laptop to school each day fully charged and ready for learning.
- I accept financial responsibility for repair or replacement costs resulting from negligence, misuse, intentional damage, loss, theft due to negligence, or failure to return district-issued equipment as outlined in the District-Issued Laptop Repair & Replacement Cost Schedule.
- I understand that West Valley Central School utilizes device management and monitoring software. Student activity on district-issued devices and district accounts may be monitored, and reports of bullying, threats, self-harm, inappropriate language, harassment, attempts to bypass security measures, or other violations of District policy may be reviewed by school administrators.
- I understand that the District will determine whether damage is the result of normal wear and tear or negligence.
- I acknowledge that I have read and understand this agreement and the District's Acceptable Use Policy and Code of Conduct.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____

Appendix A

District-Issued Laptop Repair & Replacement Cost Schedule

The following costs are estimates. Actual charges will reflect the District's cost to repair or replace equipment at the time service is required.

Item	Estimated Cost
Charger (AC Adapter)	\$40
Protective Case (if issued)	\$30
Screen Replacement	\$150-\$250
Keyboard Replacement	\$75-\$125
Touchpad Replacement	\$50-\$100
Hinge Repair	\$75-\$150
Battery Replacement (misuse)	\$75-\$125
Motherboard Repair	\$250-\$450
Complete Laptop Replacement	Up to full replacement cost (approximately \$500-\$700)

Repair and replacement costs are subject to change based upon the District's actual cost.