CMS 1 to 1 Student Laptop Expectations
and Loan Agreement

PART I: 1 TO 1 COMPUTING STUDENT EXPECTATIONS

The expectations outlined below are provided for the purpose of ensuring consistent understanding among parents, students, and teachers about proper use of technology as a learning tool, and to prevent unnecessary distraction from academic work at home and at school. They relate to the MacBook Air computers issued for student use at CMS.

• Laptops are school property and are to be used for educational purposes only.

• No modifications should be made to the appearance of or software on the computer. Changing desktop backgrounds or system fonts, and downloading and installing software are prohibited with the exception of required software updates or by the direction of a teacher.

• Laptops are to be used in class as assigned by the teacher; teachers will provide clear directions as to when to have computers open and ready for use, on standby, or closed and in cases.

• Students are not to play online computer games during the school day unless assigned to do so by a teacher.

• Laptops must be kept in the carrying case provided by the school, and protective skins must not be removed.

• Students are responsible for bringing their laptops to class each day fully charged.

• At school, students should carry laptops with them or store in locked lockers if not needed for class; laptops should never be left unattended in any location.

• Laptops cannot be used during lunch, homeroom, or other unstructured environments in school, or on the bus.

• Laptops must be stored in lockers during lunch and physical education periods.

Consequences for misuse of laptops during school hours will be assigned at the teacher's or administrator’s discretion in accordance with CMS progressive discipline practices described in the CMS Handbook.

PART II: STUDENT LAPTOP LOAN AGREEMENT

The Concord Public Schools are providing a MacBook laptop computer for student use. The requirements for the use of this computer at school, at home, and generally outside of an assigned school building are outlined below:

Borrower hereby states and agrees as follows:

1. I agree to adhere to the guidelines of responsible, ethical, and acceptable use as stated in the district Acceptable Use Policy.
2. I agree to return the Apple MacBook laptop and accompanying case, cords, and cables upon the request of Information Technology Services.

3. I am responsible for the care of the laptop. If I am careless and lose or damage the device or any related peripherals (accessories), I may be responsible for reimbursing the District for the cost of the device/peripherals or for any necessary repairs, including power cords.

4. I agree to treat the laptop computer gently and maintain its safety. I will shut it down or put it to sleep before I move it. I will not leave it running for long periods of nonuse to avoid overheating problems. I will not leave it in extremely hot or cold conditions, such as the trunk of my car. I will not drink liquids or eat food near the computer. I agree to immediately report any damage or malfunction of the laptop.

5. Due to the portable nature of laptops, they are highly susceptible to theft. I agree to protect the laptop from theft by not leaving the computer unattended in a vehicle, school bus or any other public area. I agree to immediately report any loss or theft of the laptop.

6. I agree to protect the laptop from computer viruses through safe computing, and will follow any specific school instructions given for virus projection.

7. I agree to carry the laptop in the case provided. (and bring my laptop fully charged an ready to use each day.

8. I agree to heed general maintenance alerts and advice from school and technology staff.

9. I agree to protect my identity, bank account information, or other personal data by not storing these types of information on the laptop computer. The school district is not responsible for any breaches in security or data loss that may occur with this laptop computer. I will backup my files for safe-keeping to my network account, flash drive or some other media. If I need assistance I will contact the technology staff in my building.

10. I agree to not install a different operating system or delete any of the software already installed on the computer. I may install any legal software that is in compliance with the District Acceptable Use policy. I understand that I must hold a legal license for any software that I install.

11. I agree to not use this computer to distribute hate or harassing email or spam advertising. I agree to not use the computer to create, host, or maintain any web site that is not directly associated with my school work.

12. I agree to not lend the laptop computer to anyone, including family members.

13. I agree to not download or view illicit web content on the laptop computer.

14. I am responsible for removing my personal files, email messages and addresses, bookmarks/favorites, calendar items, etc., before returning the laptop computer.

15. I agree to return the laptop and all related peripherals (power cords) at the end of the year or upon leaving the school district. As with other school-owned materials, students may be charged for replacement of items that are not returned, or are lost or damaged.

* Required
Student Signature *

Entering and submitting your name signifies you have read and agree to follow all terms outlined in this agreement.
Parent Signature *

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Entering and submitting your name signifies you have read and agree to follow all terms outlined in this agreement.