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**Lamoni Community Schools**
**STUDENT / PARENT**
**LAPTOP COMPUTER USE AGREEMENT**

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*Please read this entire agreement carefully prior to signing.*

This agreement is made effective upon receipt of a computer, between the Lamoni Community School District (LCSD), the student receiving a laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The student and parent(s), in consideration of being provided with a laptop computer, software, and related materials (the "Computer") for use while a student at Lamoni Community School District, hereby agree as follows:

## 1 EQUIPMENT

**1.1 Ownership:** LCSD retains sole right of possession of the computer and grants permission to the student to use the computer according to the guidelines set forth in this document. Moreover, Lamoni administrative staff retains the right to collect and/or inspect the computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

**1.2 Equipment Provided:** Efforts are made to keep all laptop configurations the same. Computers include ample RAM and hard-disk space, a protective laptop case, software, and other miscellaneous items. LCSD will retain records of the serial numbers of provided equipment.

**1.3 Substitution of Equipment:** In the event the computer becomes inoperable, LCSD has a limited number of spare laptops for use while the computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. Please note that if the Student forgets to bring the computer or power adapter to school, a substitute will not be provided.

## 2 DAMAGE OR LOST EQUIPMENT

**2.1 Insurance and deductible:** LCSD has purchased insurance which provides the broadest perils of loss regularly available. This insurance coverage is subject to a cost of repair up to $50 for $1_{st}$ occurrence, cost of repair up to $125 for $2_{nd}$ occurrence and full replacement for any further occurrences. LCSD reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.
Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. Lending equipment to other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.

**2.2 Responsibility for Loss:** In the event the computer is lost or stolen, the student and parent may be billed the full cost of replacement.

**2.3 Actions Required in the Event of Damage or Loss:** Report the problem immediately to the Technology Coordinator or building Principal. If the computer is stolen or vandalized while not at a Lamoni sponsored event, the parent shall file a police report.

## 3 LEGAL AND ETHICAL USE POLICIES

**3.1 Monitoring: LCSD will randomly monitor computers for proper use of the computer by the students**. Electronic remote access software will allow the Technology Coordinator to take control of the computer and fix any issues the student may have during its use without the student leaving class. LCSD **WILL NOT** be installing any type of software that would allow them to monitor students through laptop webcams. The computer should not be turned on, used, or out of its case while in the restroom or locker room to ensure privacy to all of our students and staff.

**3.2 Legal and Ethical Use**: All aspects of LCSD Computer Handbook remain in effect, except as mentioned in this section.

**3.3 File-sharing and File-sharing Programs:** File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images). Individuals with legitimate, school-related needs for use of these or similar tools may seek prior approval from the Technology Coordinator.

**3.4 Allowable Customizations:**

The student is permitted to alter or customize the assigned computer to their own working styles (i.e., background screens) as long as the customization is school appropriate.  You may also get your own hardcover if you would like.  The link will be provided with compatible cases in your email.  No writing or stickers on the device is permitted.

The student cannot download or install any other software without permission from the LCSD Technology Coordinator.  If you have an application you would like to use, you are encouraged contact the LCSD Technology Coordinator.  LCSD will not be responsible for backing up these files.

## 4. STANDARDS FOR PROPER COMPUTER CARE
You are expected to follow all the specific guidelines listed in this document and
take any additional common sense precautions to protect your assigned computer. Loss or damage resulting from failure to abide by the details below may result in full financial responsibility.

A link will be provided in your email with information regarding the Chromebook. Following Lenovo's advice and the standards below will lead to a computer that will run smoothly and serve as a reliable, useful and enjoyable tool.

### 4.1 Your Responsibilities:
- Treat this equipment with as much care as if it were your own property.
- Bring the computer and charging unit to LCSD during every school day. (If you forget them, substitutes **Will NOT** be provided.)
- A loaner will be provided for school day use only in the event of a hardware failure that is out of the student's control. If the laptop is damaged as a result of gross negligence on the student's part, then the loaner may not be provided. The Technology Coordinator can review this on a case-by-case basis.
- Keep the computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times.
- Keep the computer stored in a secure place (i.e., locked in the locker or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity.
    - Laptops left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage.
    - For example, never leave computers in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the computer in a car other than in a locked trunk.
- Avoid leaving the computer in environments with excessively hot or cold temperatures.
    - For example, warm days make very hot cars or starting up the machine when it is cold causing condensation inside the laptop.
- Do not let anyone use the computer other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned computer will be your full responsibility.
- Adhere to LCSD's Internet Policy and Cell Phones/Electronic Devices at all times and in all locations.
- Read and follow general maintenance email alerts from school technology personnel.

### 4.2 How to Handle Problems
- Promptly report any problems to the LCSD Technology Coordinator.
- Don't force anything (e.g., connections, popped-off keys, etc.). Seek help instead.
- When in doubt, ask for help.

### 4.3 General Care
Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or casing. Families will be responsible for 100 percent of the repair or replacement cost. Here are some examples:
- Keys are ripped off
- Charging port is pulled back out after it has been pushed in, not allowing the laptop to take a charge.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Keep the equipment clean.
- Do not have food or drink on the same table when using the computer.
- Do not do anything to the computer that will permanently alter it in any way.
- Do not put stickers or use any type of markers on the computer.
- Computer Skins may be used but must be approved by the Technology Coordinator or building Principal and the following guidelines must be followed:
    - The promoting of products, which are illegal for, use by minors such as alcohol, tobacco, drugs or desktop pictures of weapons is not appropriate.
- The display of obscene material, profanity, or references to subversion is not appropriate.
- Computer skins should show respect for yourself, those around you, the school and the community.

- Computer skins not appropriate for a school setting will be asked to be removed.
- Computer Skins purchased must fit the computer properly: Lenovo Yoga N23.

## 4.4 Carrying the computer
- Always completely close the lid and wait for the computer to enter sleep mode before moving it, even for short distances. Movement while the computer is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient.
- Do not grab and squeeze the computer, as this can damage the screen and other components.

## 4.5 Screen Care
- The computer screen can be easily damaged if proper care is not taken.
- Never leave any object on the keyboard. Pens, pencils or cord left on the keyboard can damage the screen when the lid is closed. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the computer screen with anything other than you finger or stylus and use approved computer screen cleaners. DO NOT USE WINDOW CLEANER (e.g. Windex).
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.

## 4.6 Battery Life and Charging
- **Arrive to school each day with a fully charged battery**. Establish a routine at home whereby each evening you leave your computer charging overnight.
- Do not charge your computer while it is still in the bag. Ensure the computer has air circulation while charging.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Don't let the battery completely drain.
- Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.
- When charging, ensure there are no other elements that may hit the Charge port while the cord is attached. This can push the charging port out of alignment.

## 4.7 Personal Health and Safety
- Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose—when working on your lap. Also, avoid lap-based computing while connected to the power adapter, as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level keyboard at lap-level.
- Read the safety warnings included in the Chromebook user guide.

## 5. EQUIPMENT LENDING INFORMATION
This **additional** agreement allows students to check out a variety of peripheral equipment such as still cameras, video cameras, microphones, drawing tablets and other audiovisual devices for multimedia school projects. The signed agreement is part of the Student Laptop Agreement and Acknowledgement Form. The LCSD grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

## 5.1 Agreements
Equipment will be checked out through the Media Center.
- I will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly. Replacement costs will vary depending on equipment.
- I will treat this equipment with the same care as if it were my own property.
- I will maintain the equipment in clean condition.
- I will avoid use in situations that are conducive to loss or damage.
- I will heed general maintenance alerts and advice from school technology personnel.
- I will promptly report any malfunction, loss, damage or theft to the Technology Coordinator or building Principal.
- I will always transport the equipment within the case provided whenever leaving the school building.
- I will adhere to LCSD School's Acceptable Use Policy when using this equipment at all times and locations.

## 5.2 Damage or Loss
I am responsible for any costs incurred due to loss or damage of equipment as determined by the school.
*I understand that if I violate the above, I may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.*

## 6. LEGAL ISSUES AND JURISDICTION

Because LCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence, any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of LCSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including the email system, the school administration reserves the right, if needed, and at its' discretion, to remotely access, open, examine and/or delete electronic files that violate this computer Acceptable Use Policy.

## 7. DISCLAIMER

The LCSD does not have control of all the information on the Internet or incoming email, however LCSD has an internet and spam filter in place. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Lamoni Community School District. While LCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At LCSD, we expect students to obey the computer Acceptable Use Policy when using the Internet. Students found in violation of the policy will be disciplined. In addition, LCSD account holders take full responsibility for their access to LCSD's network resources and the Internet. Specifically, LCSD makes no warranties with respect to school network resources nor does it take responsibility for:

- the content of any advice or information received by an account holder;
- the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

## 8. DISCIPLINE

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter (or phone call) home.  Serious or repeated violations will result in the student's use of technology restrict and/or revoked.

## 9. RESPONSIBILITY FOR PROPERTY

Students are responsible for maintaining a 100 percent working laptop at all times. The student shall use reasonable care to be sure that the computer is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.  Does NOT apply to charging stations or general classroom use / time periods
- Not lending equipment to anyone except one's parents.
- Not using equipment in an unsafe environment.

Students must keep the computer locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Laptops left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student may receive a detention. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen – even at school, will be the student's responsibility.

**A computer left unattended and found by a staff member will be taken to the office.**
- **First Offense: The student responsible for that computer may serve a detention.**
- **Second Offense and After: The parent may have to come to the office to pick it up.**

## 10. COMPUTER USE AND CONDUCT POLICY AGREEMENT

The primary goal of LCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Library and Media Lab equipment are reserved exclusively for academic use. The following is a list of rules and guidelines which govern the use of LCSD computers and network resources.

Network Resources refers to all aspects of LCSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of LCSD's network resources whether this access occurs while on or off campus.

**10.1 Students will:**
- Access the system for educational purposes during school hours, (this includes the use of networked printers in the building).
- Use appropriate language and be respectful of others.
- Observe and respect license and copyright agreements.
- Keep passwords and personal information confidential (Student names, telephone numbers, and addresses should not be revealed over the system).
- Be allowed to use handheld devices but will be limited to "guest" network access.

- Hand the laptops back to the LCSD Technology Department at the end of the school year for system updates and re-imaging of the laptop.
- Shutdown the laptops at the end of the school day, any system updates to be administered and for the laptop to cool down.

**10.2 Students may not use network resources:**
- To create, send, share, access or download material which is abusive, hateful, threatening, harassing or sexually explicit.
- To send file attachments through the school's email system that are greater than 25MB in size (the transfer process can hinder network speed and access to others.
  - If you need to transfer large files, please contact the Technology Coordinator to make special arrangements.
- To alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use.
- To conduct any commercial business that is not directly related to a class, i.e. Voc. Ag./FFA class.
- To conduct any illegal activity (this includes adhering to copyright laws).
- To access the data or account of another user (altering files of another user is considered vandalism).
- To install any software onto LCSD computers; to copy LCSD school software (copying school owned software programs is considered theft).

**10.3 In addition, students MAY NOT:**
- Bring in their own laptops from home to use at school unless approved by the Technology Coordinator or building Principal.
  - If approval is given, the device will be limited to "guest" network access.
- Attempt to change any Lamoni Community Schools network or server configuration or the configuration of the laptop.
- Give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- Never use any option that "remembers" your password. The easiest way to breach security is to allow someone else to use your login account. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, your server account, and any website to which you saved your password.
- Give password(s) to anyone.
- Video tape staff or students without their consent or knowledge, this includes:
  - webcams
  - laptops
  - cameras
  - cell phones
  - or any other digital devices.
- Post anonymous messages.
- Use school issued email accounts for personal use.
- Forward email commonly known as "SPAM," Unsolicited Commercial • Email (UCE), or "junk email.".
- No I.M.(instant messaging) during class unless through an approved classroom activity.

**10.4 Internet Privileges**
- Students will follow the policies outlined in the LCSD Student Handbook. All technology violations will be handled in accordance with the LCSD Student Handbook.

**10.5 Internet Safety Policy**
- Students will be educated on internet safety and digital citizenship.