

***Laptop Policy, Procedures,  
and Information***

***Bowdle High School***

**2012-2013**

*Revised and Adopted 1/14/2013*



## Bowdle High School Laptop Program

The policies, procedures and information within this document apply to all computers and electronic devices used at Bowdle High School (BHS).

Teachers may set additional classroom rules for the use of any electronic or communications equipment used in their classrooms.

You are receiving a tablet/laptop to enhance understanding, increase your learning, and to prepare you for the World of the 21st Century. It was purchased by the taxpayers of this district to be used as an educational tool and needs to be used that way during classes and study hall. Failing to use your school laptop/tablet for educational use at any time will result in the Loss of Computer Privileges.

### 1. RECEIVING YOUR LAPTOP & LAPTOP CHECK-IN

#### 1.1 Receiving Your Laptop

Laptops will be distributed each fall. **Parents & students must sign and return the Laptop Computer Protection plan and Student Pledge documents before the laptop can be issued to their child.** The Laptop Computer Protection plan outlines three options for families to protect the laptop investment for the school district. Please review the Laptop Computer Protection plan included in this handbook.

Sophomores, Juniors and Seniors will be allowed to take their laptops home for educational use. Freshmen will not be allowed to take their laptops from the school building. Freshman will be required to pickup and return their laptops from the designated area each school day.

Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at BHS.

#### 1.2 Laptop Check-in

Laptops will be returned during final checkout on the last day of school. If a student transfers out of the Bowdle School District during the school year, the laptop will be returned at that time.

#### 1.3 Check-in Fines

If your laptop and/or sleeve have been damaged or defaced, you will be fined respectively for the damage at the end of the year during student laptop check-in or when checking out to transfer to another district.

If a student laptop is not returned during year-end check-in or upon transferring out of district, the administration will be in charge of seeing this equipment is returned in a timely manner. If the administration is not successful, this matter will be turned over to local law enforcement.

### 2. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to Mrs. Sandmeier.

#### 2.1 General Precautions

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.
- Laptops should be shut down before moving them to conserve battery life.
- **Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Bowdle School District.**

- Laptops must never be left in an unlocked car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.
- Failure to comply with the General Precautions will result in being required to "check out" the student laptop from the help desk for 3 weeks with the 2<sup>nd</sup> offense being the loss of laptop privileges for 3 weeks.

### **2.2 Carrying Laptops**

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
- **The laptop must be turned off before placing it in the carrying case to prevent over heating.**

### **2.3 Screen Care**

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the laptop against lockers, walls, car doors, floors, etc. as it will eventually break the screen
- Do not carry the laptop by the screen!

## **3. USING YOUR LAPTOP AT SCHOOL**

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules may be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically instructed not to do so by their teacher.

### **3.1 Laptops Left at Home**

If students leave their laptop at home, they must use a desktop computer provided in every classroom. If a student repeatedly (3 or more times as determined by any staff member) leaves their laptop at home, they will be required to "check out" their laptop for 1 week. Second offense will result in the loss of laptop privileges for 2 weeks.

### **3.2 Laptop Undergoing Repair**

Loaner laptops may be issued to students when they leave their laptops for repair with Mrs. Sandmeier

### **3.3 Charging Your Laptop's Battery**

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Repeat violations (minimum of 3 days-not consecutively) of this policy will result in students being required to "check out" their laptop from the help desk for 1 weeks. Second offense will result in the loss of laptop privileges for 3 weeks.

In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

### **3.4 Screensavers**

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

### **3.5 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. **If headphones are desired, the student is responsible for providing their own pair.**
- Music is NOT allowed to be saved on the laptop.
- Internet Games are not allowed on the laptops during school hours. NO games can be installed.

- Do not save any music, games, or programs to the hard drive. All software must be district provided. These software programs may be saved to external sources (Jump/USB drives). Data storage space will be available on the laptop—BUT it will NOT be backed up in case of re-imaging.

### **3.6 Printing**

Printing options will be installed on the computer for school printing only.

### **3.7 Home Internet Access**

Connecting the Internet at home will be your responsibility. The same securities that are installed on the computers for schools sites will also be in place at home.

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving to the My Documents/Home Directory**

Students will be logging onto our network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any **school-related work**. Student server files size will be subject to disk quotas. It is the student's responsibility to save their work to the server at school which contains their personal folders.

Storage space will be available on the laptop—BUT it will NOT be backed up in case of re-imaging.

### **4.2 Saving data to Removable storage devices**

Students should also backup all of their work at least once each week using removable file storage. Removable memory sticks may be purchased at a local retailer.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

### **4.3 Network Connectivity**

The Bowdle School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

## **5. SOFTWARE ON LAPTOPS**

### **5.1 Originally Installed Software**

The software originally installed by the BHS must remain on the laptop in usable condition and be easily accessible at all times.

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

### **5.2 Virus Protection**

The laptop has anti-virus protection software. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network. The school's servers are also installed with virus protection software. If a virus is found upon scanning, the student must turn in his/her laptop to the help desk BEFORE hooking it to the network the next day.

### **5.3 Additional Software**

Students are not allowed to load extra software on their laptops.

### **5.4 Inspection**

Students may be selected at random to provide their laptop for inspection.

### **5.5 Procedure for re-loading software**

If technical difficulties occur or illegal software is discovered, the technician will copy all files in the **My Documents/Home Directory**. The hard drive will then be re-formatted. Authorized software will be installed and the data files reinstated in the **My Documents/Home Directory**. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

### **5.6 Software upgrades**

Upgrade versions of licensed software are available from time to time. Students may be required to check in their laptops for periodic updates.

## **6. ACCEPTABLE USE**

### **6.1 General Guidelines**

- (1) Student computers are for the educational benefit of the student, not to provide entertainment. During study halls and classes the computer is to be used strictly for educational purposes. They are not to be used for playing games, watching movies, or videos, communicating via social media sites or for any other recreational/entertaining uses.
- (2) Students are responsible for the ethical and educational use of the technology resources of the School District.
- (3) Access to the Bowdle School District technology resources is a privilege and not a right. Each student and/or parent will be required to follow the Use of Technology Resources Policy.
- (4) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- (5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action.
- (6) By passing or attempting to bypass the school's filtering software to access filtered sites is will be subject to disciplinary action.
- (7) Electronic bullying is covered in the school's bullying policy.
- (8) Students may not play games, load or download software, music, pictures on their computers.
- (9) All use of the Internet must comply with district guidelines.

### **6.2 Privacy and Safety**

- Do not go into chat rooms or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher, Network Administrator, or Principal immediately so that such sites can be blocked from further access.

### **6.3 Legal Property**

- Comply with trademark and copyright laws and all license agreements. If you are unsure ask a teacher, network administrator, or principal.
- Plagiarism is a violation of BHS school policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

#### **6.4 E-mail**

- Always use appropriate language.
- Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting or emailing during class without the instructor's permission.
- K12 state e-mail is subject to inspection by the school and/or K12 Data Center.

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Technology Handbook or Acceptable Use of District Computers/Network Policy will result in disciplinary action.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

#### **6.5 Student Responsibilities**

- Students are responsible at all times for their laptops, whether at home or school .
- Students may only log in under their assigned username. Students may not share their password with other students.
- All laptop components are to be carried in the laptop bags.
- Students may not loan laptop components to other student.
- Students may not play games, load or download any software, music, pictures, etc. on the laptop.
- Students are responsible for charging and maintaining battery units in laptop daily.
- Laptops come with a standardized image already loaded. These images may not be altered or changed.
- All students have access to a network drive on which to store data. It is the responsibility of the student to see to it that critical files are backed up regularly.
- All use of the Internet must comply with district guidelines. Log files are maintained on each laptop with a detailed history of all sites accessed. These files will be reviewed periodically.
- Leaving the connector to the N-Charger battery unit on the unit when placing it in the laptop bag could causes damage to the unit /connector.
- Leaving the power cord plugged into the laptop while in the laptop bag may damage to the laptop.

#### **Damage Caused by Carelessness**

Much of the damage that occurs is the result of student carelessness. Damaged caused by carelessness is not considered "Accidental Damage". Tablet and accessory damage resulting from carelessness will be assessed the fees listed below. Examples of student carelessness would be: Styluses (pens) that are noticeably damaged, latches that hold the lid closed being pulled out of the computer case, broken LCD screens that result from shutting the lid with objects still in the keyboard, and the continual loss of keys from the keyboard. When asked how the damage occurred, the answer "I don't know", or "it was fine when I put it in my bag" will be considered damage caused by carelessness. Habitual damage is considered student abuse.

Individual school laptop computers and accessories must be returned to BHS at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at BHS for any other reason must return their individual school laptop computer on the date of termination. If a student fails to return the computer at the end of the school year or upon termination of enrollment at BHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. **Failure to return the computer will result in a grand theft report being filed with the Edmunds County Police Department.**

Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Laptop Computer Protection plan and must return the computer and accessories to the BHS Help Desk in satisfactory

condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

## **6.6 Parental Responsibilities**

- Parents will be responsible for monitoring student's use of the laptop at home.
- Parents will be responsible for reviewing the Acceptable Use Policy with their child(ren)/student(s).
- Parents are asked to monitor their student's activities on the Internet on a regular basis.
- Parents are responsible for overseeing their child's use of the Internet while at home. Log files showing internet activity are available to parents upon request.

## **6.7 Student Discipline**

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

- Step 1\*            Student will lose the option of taking his/her laptop home for 1 week.
- Step 2\*            Student will have to turn in his/her laptop to the help desk for 2 weeks. During this time, if a student needs to do research or assignments on the laptop, he/she must have a pass from that class's teacher and will be allowed to "check out" their laptop for that class period ONLY.
- Step 3\*            Student will have to turn in his/her laptop to the Office. During this time, a student may or may not be able to check out his/her laptop for classroom work-this will depend on the severity of the laptop misuse.

\*Discipline consequences may vary depending on the severity of the offense.

Computers owned by the Bowdle School District are for Educational purposes ONLY.

## **6.8 Cyberbullying**

"Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate and hostile behavior by an individual or group that is intended to harm others." - Bill Belsey

Discipline for cyberbullying can include loss of laptop privileges, in-school suspension, out-of-school suspension or any combination of the above. Discipline for cyberbullying will be handled on a case by case basis.

# **7. PROTECTING & STORING YOUR LAPTOP COMPUTER**

## **7.1 Laptop Identification**

Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number and senior high asset tag

## **7.2 Password Protection**

Students are expected to password protect their laptops by setting a network logon password and keeping that password confidential. If a student fails to keep this confidentiality agreement and any part of this policy has not been followed, appropriate disciplinary steps will be followed.

## **7.3 Storing Your Laptop**

When students are not using their laptops, they should be stored in their lockers. The Bowdle School District recommends the students use either a lock provided by the school district or obtain a personal lock and provide the office with a key or combination to the personal lock. Nothing should be placed on top of the laptop, when stored in the locker. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle at school or at home.

## **7.4 Laptops Left in Unsupervised Areas**

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms

and hallways. Any computer left in these areas is in danger of being stolen. If a laptop is found in an unsupervised area, it will be taken to the office. This will count as an offense against the student.

## **8. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER**

### **8.1 School District Protection**

School District Protection is available for students and parents to cover laptop replacement in the event of theft, loss, or accidental damage by fire. The protection cost is \$25.00 annually for each laptop with a maximum cost of \$50.00 per family and includes a \$200.00 additional charge for each claim.

Students or parents may wish to carry their own personal insurance to protect the laptop in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the laptop computer. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all laptop problems to Mrs. Sandmeier.

### **8.4 Claims**

All insurance claims must be reported to the Office. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a laptop can be repaired or replaced with School District Protection.

The District will work with the Edmunds County Police Department to alert the local police department to be aware of this District-owned equipment.

## **9. LAPTOP TECHNICAL SUPPORT**

Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner laptops and batteries

## **10. Use of Technology Resources Policy**

### **10.1 Regulations**

**The use of the Bowdle School District's technology resources is a privilege, not a right.** The privilege of using the technology resources provided by the Bowdle School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Bowdle School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied by the Administration on a case by case basis. The Bowdle School District's Uniform Code of Behavior shall be applied to student infractions.

### **10.2 User Terms and Conditions**

The use of Bowdle School District's technology resources is subject to the following terms and conditions:

- The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Bowdle School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
- User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.
- Prohibited technology resources activities include, but are not limited to, the following:

### **10.3 Computer Laptop Violations:**

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-player game, music, or video files (including utube, google/yahoo video, etc) using the school network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission.

- Using the network or Internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.

**Infractions of any policy included in this Acceptable Use Policy/Handbook will result in the following consequences:**

1<sup>st</sup> Offense – Student(s) will check in/check out their laptops from Mrs. Sandmeier daily for (1) week.

2<sup>nd</sup> Offense – Two (2) weeks of laptop privilege suspension

3<sup>rd</sup> offense –Loss of laptop privileges for a length of time determined by the administration.

**10.4 Computer Network Violations:**

- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.
- Attempting to add a non-school issued computer to the school's network

**Infractions of any policy included in this Acceptable Use Policy/Handbook will result in the following consequences:**

Suspension of laptop computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

<b>11. Cost of Repairs</b>
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Students will be held partially responsible for **ALL** damage to their laptops including, but not limited to: broken screens, CD/DVD players, hinges, etc. Mechanical failure of hard drives/CPU will be covered by the Bowdle School District. All repairs charges will be 10% of the actual part cost or \$10.00 whichever is more. Lost items such as sleeves, cords, pens, and batteries will be charged the actual replacement cost. Example costs are:

For the Gateway Tablets

<b><u>Part</u></b>	<b><u>Actual Cost</u></b>	<b><u>Student's Bill</u></b>
Screen (Monitor)	\$658.00	\$65.00
CD/DVD	\$ 80.00	\$10.00
Battery		\$70.00
Sleeve (carrying case)		\$30.00
Cord		\$125.00
Pens	\$125.00	\$125.00

\*Sleeves (or carrying cases) will be the responsibility of the student. Each student is expected to provide protection for their computer. This may be through the use of one of the school carrying cases from the tablets, or they may utilize one of their own.

## **BOWDLE SCHOOL DISTRICT LAPTOP PROTECTION PLAN**

The Bowdle School District recognizes that with the implementation of the laptop initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection and insurance.

**INSURANCE FOR THEFT, LOSS OR FIRE:** Laptops that are stolen, lost or damaged by fire are not covered by warranty. Following are the three options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box.

### Use of Personal Laptop

\_\_\_\_\_ You agree to maintain up-to-date virus protection. You agree the school is not liable for damage to your personal laptop.

### No Insurance

\_\_\_\_\_ You agree to pay for the replacement of the laptop at a cost not to exceed \$1,300.00 should the Gateway tablet be stolen, lost or damaged by fire, OR \$800.00 for the Dell Mini.

### Personal Insurance

\_\_\_\_\_ You will cover the laptop under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the laptop replacement not to exceed \$1,300.00.

### School District Protection

\_\_\_\_\_ You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire in the amount of \$25.00 or \$50.00 for family coverage when there are two or more children in high school using laptop computers. The \$25.00 payment is non-refundable. This protection coverage has a \$200.00 additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

**The \$200.00 additional charge is the responsibility of the student/parent and must be paid before the laptop can be repaired or replaced.**

**ADDITIONAL INFORMATION:** In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

**INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional damages to laptops. Warranty, Accidental Damage Protection, or School District Laptop Protection **DOES NOT** cover intentional damage of the laptops.

### Student Pledge for Laptop Use

1. I will take good care of my laptop.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop since they may cause damage to the computer.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in the bag provided or an approved case.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District laptop. I will not deface the serial number laptop sticker on any laptop.
11. I understand that my laptop is subject to inspection at any time without notice and remains the property of the Bowdle School District.
12. I will follow the policies outlined in the *Laptop Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement items in accordance with the above table in the event any of these items are lost or stolen.
16. I agree to return the District laptop, sleeve and power cords in good working condition.

**I agree to the stipulations set forth in the above documents including the Laptop Policy, Procedures, and Information; the Acceptable Use Policy; Laptop Protection Plan, and the Student Pledge for Laptop Use.**

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Individual school laptop computers and accessories must be returned to BHS at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at BHS for any other reason must return their individual school laptop computer on the date of termination.**

\_\_\_\_\_ I plan to use my own personal laptop

\_\_\_\_\_ I would prefer a Gateway Tablet

\_\_\_\_\_ I would prefer a Dell Mini