

Use of Student Laptop Agreement

Student Name: _____ ID: _____ Grade: _____

Laptop Guidelines

- The laptop that is issued to you is the property of Hernando County Schools. It is made available to you as a tool for learning.
- Like textbooks and other school property, a laptop is assigned to the student and **MUST** be returned to the District at the end of the checkout term or upon withdrawal or transfer.
- The use of a laptop is a privilege that can be revoked. Inappropriate use or neglect of a laptop can result in limits to or loss of use of the Laptop.
- It is the expectation that students will bring the laptop to school each day **charged and ready to use**.
- Students are not permitted to alter the configuration or functionality of the laptop that has been established by the District.
- Students are not permitted to tamper with the management profiles/settings on the laptop in any way. These are essential for device security and efficient administration of the laptop.
- Students must not leave the laptop unattended at any time. While at school, students must follow all school procedures for securing laptops when necessary (athletic activities, etc.).

Handling and Care of Laptop

- Any loss or theft of a laptop must be reported to the school immediately, so that recovery efforts can be initiated.
- Any damages to the laptop must be reported to the school for repairs. Students are not permitted to perform repairs on their own or through 3rd-party service providers.
- Do not permanently mark, deface, or apply decals and/or stickers to the laptop in any way.
- The laptop is labeled with a district identification barcode on the back of the device. Do not remove or cover this sticker.
- Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the laptop.
- Never close the laptop with a pencil, pen, marker or other object between the keyboard and the screen.
- Always open the laptop along the edges of the lid. Never place a finger on the screen when opening the lid.
- Always store your laptop in the closed position.
- Do not leave your laptop unattended in a vehicle.
- Do not use your laptop near bodies of water or sand like a pool, lake, river, or beach.
- Do not leave your laptop outside or in extreme high or low temperature environments.
- Do not eat or drink near the laptop.
- Make sure your hands are clean before using the laptop
- Only use a dry, clean, soft cloth to gently clean the laptop.

- Never use liquids or spray cleaners on the laptop.
- Be careful when inserting or removing headphones from the audio jack.
- Be sure to line the charging cable up with the laptop when inserting and removing the cable or damage will occur.
- If you have hardware or software problems with your laptop, stop using the device and ask your school's Computer Technician or a teacher for help.

Internet Guidelines

- The HCSD Student Network and Acceptable Use policy (7540.03) must always be followed.
- Any inappropriate web or email activity can result in loss of the laptop privilege. The use of proxy servers or VPN apps is strictly forbidden and is a violation of the District's network policy.
- The laptops are managed by a centralized management system. The District may remotely change, modify, or otherwise alter device and user settings as needed to meet the educational and safety needs of students.
- Schools will be using monitoring and management software that will allow them to monitor and restrict content on any laptop to ensure efficient and safe instructional use in the classroom.
- Enforcement of consequences for inappropriate use will be handled as outlined in District Policy and the Student Code of Conduct.

Student Usage and Interaction Guidelines

- Always be kind in your communication.
- Follow all expectations and rules established by your teachers.
- Keep your username and password to yourself. Never share this information with other students.
- Follow all internet safety guidelines.
- Use the laptop for school appropriate assignments and materials.
- Use your school email for educational purposes. Remember, all emails are archived by the District and may be reviewed if there is a concern.

Parents

- The laptop is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way that would compromise access by the student.
- Parents should monitor the use of the computer at home to ensure that its primary function is academic and that students are completing assigned schoolwork rather than excessive gaming, chatting, etc.
- As with textbooks, athletic equipment, musical instruments, and other school property parents/guardians are responsible for fees associated with lost or damaged laptops and/or power adapters. Damage to laptops will be assessed based upon cost of repair and/or replacement.

***The district reserves the right at its discretion to charge the full repair or replacement amount for any damage deemed to have been intentional.**

Laptop Acknowledgement:

- My student and I have read and will comply with the Hernando County Schools Use of Student Laptop Agreement.
- I understand that the student may:
 - lose their laptop privileges because of inappropriate behavior.
 - be subject to consequences in accordance with the severity of offense as outlined in District Policy and the student code of conduct.
 - be financially responsible for damage, neglect, or avoidable loss to any District issued laptop.
- All items must be returned at the end of the checkout term or upon withdrawal or transfer. I understand that I will be charged for any damage, neglect, or avoidable loss.

Parent/Guardian – Print your first and last name above

Parent/Guardian – Sign and date above

Student – Print your first and last name above

Student – Sign and date above

Student Laptop Opt Out:

Hernando County School District has determined that technology is an essential tool in classroom instruction and learning as it allows greater opportunities for student-centered learning and students can learn at their own pace. The District and community have invested in technology for students and teachers, including a one-to-one device for daily use in the classroom and at home, depending on the age of the student. Technology is used in the District's daily operations in the classroom in many ways, including technology-integrated instruction, computer-based assessments, research, online curriculum options, collaboration, and other online resources.

Technology helps to prepare students for future education and employment opportunities. Technology enables students to have access to unlimited research materials. Technology gives teachers access to unlimited resources designed to engage and motivate students, such as online curriculum content with embedded video and other engaging features.

A parent or guardian may decide to opt-out of receiving a student One to One laptop. Exercising this right will not prevent the student from receiving computer-based instruction or taking assessments using a computer as part of the District's daily operations. A parent or guardian may exercise this right by initialing the statement below. If you have multiple children, a separate form must be filed for each child.

_____ I want to opt out of receiving and taking home a Student One2One laptop. He/she may only use District owned technology at the school for computer-based instruction or for taking assessments at school. Student may bring their own device (BYOD)

Parent/Guardian – Print your first and last name above

Parent/Guardian – Sign and date above

Student – Print your first and last name above

Student – Sign and date above