Student Laptop Agreement 2020-2021

Arkansas School for the Deaf
Student Laptop Policy and Agreement
Laptop Agreement Terms and Conditions

Ownership
The laptop computer remains at all times the property of the Arkansas School for the Deaf. The student's possession and use of the laptop does not in any way change ownership of the laptop. The laptop is provided solely for the use of the student and solely for school purposes. The laptop may not be loaned to anyone else. The student's password and usernames are not to be shared with anyone.

Loss or Damage
Should the laptop be returned to the Arkansas School for the Deaf inoperable and/or damaged beyond normal use, the Student/Parent will need to pay $100 toward the insurance deductible to replace the laptop. If the laptop is lost or stolen, replacement expense of $100 will be the student/parent's responsibility. Report all incidents of theft, vandalism, and other criminal acts to the Principal's office and the police department within 48 hours. Incidents happening off campus must be reported to the police by the student/parent and a copy of the report brought to the school.

Financial Hardships
If the potential liability may create a financial hardship on the student or parent from obtaining a laptop, please contact the school principal. It is the desire of the District to provide all students with a laptop.

Terms of Agreement
It is understood that the laptop will be returned to the Arkansas School for the Deaf no later than the last day of the school year unless this agreement is terminated earlier by the District or upon the Student's withdrawal from the District. The agreement may be extended, if appropriate, into the summer months for use in the student's summer school studies.

Acceptable Use
The Arkansas School for the Deaf Handbook includes policies that govern the Students' Use of the laptop and the internet. Failure to comply with the School's Policies may result in the immediate repossession of the computer by the School and other consequences for violation of the School's policies. The Student's use is also subject to copyright laws. No software may be loaded on the computer without the express prior approval of the Arkansas School for the Deaf.

Compliance
Failure to comply with the terms and conditions set forth above may result in the termination of this Agreement by the Arkansas School for the Deaf and the immediate repossession of the computer by the School.

Repossession
Failure to return the computer to the Arkansas School for the Deaf at the end of this Agreement or when requested to do so, may result in the Arkansas School for the Deaf taking legal action for the return of its property. Should the Arkansas School for the Deaf have to initiate any such proceedings, you will be responsible for the fees incurred by the School in obtaining the return of its property.

General Laptop Policies and Procedures

Commitment

In your quest for academic success the Arkansas School for the Deaf is making a commitment to you by providing a laptop computer. The School needs you to make a commitment to care for the laptop and use it in accordance with School policies.

Inappropriate Content

Inappropriate content will not be allowed on laptops. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures would result in disciplinary action. It is the student responsibility to report any web site accidentally loaded which contains obscene, pornographic material or otherwise offensive materials.

Privacy and Safety:

- Do not go into chat rooms 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, or social security number, or passwords.
- Files, email logs are not guaranteed to be private or confidential.
- Observe copyright laws, trademarks and license agreements.
- Plagiarism is stealing and in violation of board policy.
- Hacking is illegal and prohibited, Violators will be prosecuted.
- The student whose was assigned the laptop is responsible for the use of that laptop and account. DO NOT SHARE.
- You may connect to the Internet at home or at any “Hot Spot.”
- Student Laptops will be labeled by the Arkansas School for the Deaf, Serial Numbers, User Accounts and MAC addresses will be used for identification.

Student Responsibilities

- Monitor your laptop at all times or lock it up in a secure area.
- Nothing should be placed on top of the laptop.
- Do not store your laptop in a vehicle as extreme temperatures can damage them. It also increases the danger of theft.
- Bring the computer and charging unit to school every school day. Keep the computer in your locker when it is in school and not in use.
- Students should never carry their laptops while the screen is open.
- 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 District.
- Arrive at school each day with a fully charged battery.
- Do not let anyone use the computer other than your parents or guardians.
- Keep the equipment clean. For example: do not eat or drink while using the computer.
- Adhere to the Arkansas School for the Deaf policies included in the Student Handbook

Laptop Screen Care

- The laptop screen can be damaged if subjected to rough treatment.
- Do not lean on the top of the laptop or place object on top of it when it is closed.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, papers, folders).
- The laptop screen should only be cleaned with a soft dry cloth. The screen can never be cleaned with glass cleaner.
- Computers that malfunction or are damaged must be reported to the Technology Department.

Technical Assistance Policies and Procedures

If Technical issues occur with your Laptop:

- The first step would be to review any technical assistance documentation provided on the Student Laptop Support Page.
- If you are unable to troubleshoot the problem please submit a Student Technology Support request to the Helpdesk. Once a support ticket has been submitted a technician will contact you to arrange repair details. If technical difficulties occur or illegal software is discovered the hard drive could be wiped clean. The school does not accept responsibility for the loss of data deleted. Files should be saved to the network, or to an external storage device.
- Loaner laptops may be issued to students when they leave their laptops for repair with the Technology Services Department. Students will be expected to return the loaner laptop when they receive their original laptop back.

Using your Laptop at School

Laptops are intended for use at school each day. Students are responsible for bringing their laptop to all classes, unless specifically advised not to do so by their teacher.

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.
- Students should bring the charger each day. Use the charger during the day to charge the battery, when appropriate.

Screensavers and backgrounds

Individual selected screensavers and background may be used on the laptops. Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures would result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the teacher discretion.

Printing

- Printing stations will be available at the school (configurations pending).
- Because of software installed to combat computer viruses, students will likely not be able to print at home. Students should save their work and print their work at school.

Laptop Software

Originally installed Software

- The software originally installed by the School must remain on the laptop in usable condition and be easily accessible at all times.
- It is the responsibility of the Technology Department to install additional software and files. Students are NOT ALLOWED to install programs on school laptops, unless given permission.

Virus Protection

- The laptop has Anti-Virus protection software installed.
- The Anti-virus software will be updated from the Internet. Students are to allow updates to download uninterrupted.

Internet Safety
There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on the School's network at school and at home. Students are in violation of school policy if they access these sites through proxies. Parents may want to restrict their home access.

Communication
Students will be given an email account through a School-maintained Gmail account.

Arkansas School for the Deaf: Rights and Responsibilities

The Arkansas School for the Deaf recognizes its obligation to protect the well-being of students in its charge. To this end, the School retains the following rights:

- To log electronic resource use and to monitor file server space utilization by users, and assume no responsibility or liability for files deleted due to violation of file server space allotments.
- To monitor the use of electronic resource activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- To provide internal and external controls as appropriate including the right to determine who will have access to Arkansas School for the Deaf -owned equipment.
- To exclude those who do not abide by the Arkansas School for the Deaf policies governing the use of school facilities, equipment, and materials.
- To restrict electronic resource destinations through software or other means.
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing electronic resource communications.
- To use filtering software to block or filter access to visual depictions that are obscene and all child pornography in accordance with Children's Internet Protection Act (CIPA). Other objectionable material may be filtered. The determination of what constitutes "objectionable" material is a local decision determined by the School's educational goals.

Disclaimer
The Arkansas School for the Deaf cannot be held accountable for the information that is retrieved via electronic resources.

- Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications.
- Network administrators have access to all communication and will monitor messages.
- Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- The School reserves the right to monitor, inspect, copy, review, and store without prior notice any and all usage of: the network; user files and disk space utilization; user applications and bandwidth utilization; user document files, folders, and electronic communications; email; Internet access; and any and all information transmitted or received in connection with network and/or email use.

- All such information files shall be and remain the property of the Arkansas School for the Deaf, and no student or staff user shall have any expectation of privacy regarding such materials. The School reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Arkansas.

- While the district plans for disaster recovery, not all data is backed up. The responsibility is upon the user to use best practices for maintaining this data. Recovery is not guaranteed for accidental loss of deleted files.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites.

- From time to time, the Arkansas School for the Deaf make determinations on whether specific uses of electronic resources are consistent with our School policies.

- The Arkansas School for the Deaf will not be responsible for any damages users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or user errors or omissions. Use of any information obtained is at the user's own risk.

- The Arkansas School for the Deaf makes no warranties (expressed or implied) with respect to:
    - The content of any advice or information received by a user or any costs or charges incurred as a result of seeking or accepting any information;
    - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the electronic resources.

The Arkansas School for the Deaf reserves the right to change its policies and rules at any time without notification.

Student Name

Parent/Guardian Name

Parent/Guardian Phone Number

Parent/Guardian Email

Asset Number

Model

Serial Number

The Laptop computer owned by the Arkansas School for the Deaf, described in the laptop description box above, is being provided for the use of the student under the following terms and conditions: The laptop computer remains at all times the property of the Arkansas School for the Deaf. Student's possession and use of the laptop does not in any way change ownership of the laptop. The laptop is provided solely for the use of the Student and solely for school purposes. The laptop may not be loaned to anyone else. The Student's password and usernames are not to be shared with anyone. The laptop is provided solely for the use of the Student and solely for school purposes. The laptop may not be loaned to anyone else. The Student's password and usernames are not to be shared with anyone. Should the laptop be returned to the District inoperable and/or damaged beyond normal use, the Parent may be responsible for the insurance deductible to repair or replace. If the laptop is lost or stolen, replacement expenses on the date of loss will be parental responsibility. Replacement cost is $100.00. It is understood that the laptop will be returned to the Arkansas School for the Deaf no later than the last day of the school year unless this Agreement is terminated earlier by the District or upon the Student's withdrawal from the District. The Arkansas School for the Deaf Student Internet and Network Safety Policy and Student Acceptable Use (AUP) Policy governs the Student's use of the laptop. Copies of the associated policies can be obtained online at the District website, www.arschoolforthedeaf.com. The School must have on file a copy of your child's signed AUP before the student will be allowed to take the laptop home. Failure to comply with these policies will result in the immediate repossession of the computer and other consequences for violation of the School's policies. The Student's use is also subject to copyright laws. No software may be loaded on the computer without the prior approval of the School. Failure to comply with the terms and conditions set forth above may result in the termination of this Agreement by the Arkansas School for the Deaf and the immediate repossession of the computer. Failure to return the computer to the Arkansas School for the Deaf at the end of this Agreement or when requested to do so may result in the School taking legal action for the return of its property. By agreeing below, I acknowledge that I have read the Arkansas School for the Deaf Laptop Guide and Agreement and I agree to abide by the conditions set forth. I agree to the above statement

--Select--

Parent E-Signature

Student E-Signature

☐ Parent acknowledgement