College Community Schools

LAPTOP COMPUTER USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of a computer, between the College Community School District (CCSD), 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 is at College Community School District, hereby agree as follows:

1. Equipment

1.1 Ownership: CCSD 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, College Community 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 laptops configurations the same. Students must use student issued credentials (username and password) for the Computer. Parents are encouraged to know their child's username and password to monitor the Computer. This information is available in your building's guidance office if necessary. All Computers include ample RAM and hard-disk space, software, and other miscellaneous items. CCSD will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment: In the event the Computer is inoperable, CCSD has a limited number of spare laptops for use while the Computer is repaired or replaced. However, we cannot guarantee a loaner will be available at all times, especially in the event of willful damage or neglect. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken computer or to avoid using the computer due to loss or damage. Please note that if the Student forgets to bring the computer or power adapter to school, a substitute will not be provided.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any non-CCSD installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary. Backup methods include storage in cloud-based services like Google Docs or DropBox, copying files to a flash drive or storing file on an external hard drive.

Updated 3/9/22

2. Damage or Loss of Equipment

2.1 Responsibility for Damage: The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the Standards for Proper Care document below for a description of expected care. In the event of accidental damage the Student and Parent will be billed a fine for the replacement of the broken part or up to replacement of the device.

CCSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to willful negligence as determined by administration. Examples of willful 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.(See the Standards for Proper Care document for definitions of "attended," "unattended," and "locked.")
- Lending equipment to others.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the Standards for Proper Care document for guidelines of proper use).

2.2 Responsibility for Loss:
- In the event the Computer is lost or stolen, the Student and Parent will be billed the full cost of replacement.

In either scenario, if the computer is recovered in undamaged condition within a reasonable time frame, the payment may be refunded.

2.3 Actions Required in the Event of Damage or Loss: Report the problem immediately to the building's administration or district technology personnel. If the Computer is stolen or vandalized while not at College Community or at a College Community sponsored event, the Parent shall file a police report within 48 hours. Stolen or lost Computers will be locked and rendered inoperable via district management software.

3. Legal and Ethical Use Policies

3.1 Monitoring: CCSD will monitor computer use through a variety of methods – including electronic remote access – to assure compliance with CCSD's Legal and Ethical Use Policies. Parents are also expected to regularly monitor their child's use of the Computer.

3.2 Legal and Ethical Use: All aspects of CCSD Computer Use Policy remain in effect, except as mentioned in this section. Any illegal use may result in incidents being referred to civil or criminal authorities.

3.3 The Student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements).

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 in failure to abide by the details below may result in full-financial responsibility.

Your Responsibilities:
- Treat this equipment with as much care as if it were your own property.
- Bring the Computer and charging unit to CCSD during every school day. (If you forget them, substitutes will NOT be provided.)
- 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 a 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. 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. Never leave Computers in school vans, in areas where it could be damaged or stolen. Avoid storing the Computer in a car other than in a locked trunk, however, avoid leaving the Computer in environments with excessively hot or cold temperatures.
- 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 CCSD School's Computer Use Policy at all times and in all locations. When in doubt about acceptable use, ask the teacher librarian or building administrator.
- Backup your data. Never consider any electronic information safe when stored on only one device.
- Read and follow all maintenance alerts from school technology personnel.

Updated 3/9/22

How to Handle Technical Problems

- Promptly report any problems to the building's teacher librarian or help desk representative.
- Do not force anything (e.g., connections, popped‑off keys, etc.). Seek help instead.
- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the Computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Do not do anything to the Computer that will permanently alter it in any way. (You can apply stickers so long as they are completely removable.)
- Keep the equipment clean. For example, don't eat or drink while using the Computer.

Carrying the Computer

Always completely close the lid and wait for the Computer to enter Sleep mode before moving it, even for short distances. Sleep mode is sufficient – there is little reason to actually shut‑down the laptop other than on an airplane or during extended days of inactivity.

Screen Care

The Computer screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.

- Clean the screen with a soft, dry anti‑static cloth or with a screen cleaner designed specifically for LCD type screens.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed, thus resulting in a repair fine to the family.

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.

Updated 3/9/22

- Avoid using the charger in any situation where you or another is likely to trip over the cord. Do not 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.

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.