

Edgewood-Colesburg Community Schools

Parent Responsibilities

Your son/daughter is being issued a MacBook computer to enhance and personalize his/her educational experience. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my son's/daughter's use of the laptop at all times.
- I will not attempt to repair the laptop, nor will I attempt to clean it with anything other than a soft dry cloth.
- I will report to the school any known problems.
- I will not load or delete software on to or from the laptop.
- I will make sure him/her charges the laptop each night.
- I will make sure my son/daughter brings the laptop to school every day.
- I understand that if my son/daughter comes to school without the laptop that he/she may not be able to participate in classroom activities, and his/her grade could be affected.
- I agree to make sure that the laptop is returned to the school when requested, or upon my son's/daughter's withdrawal from Ed-Co CSD.
- I agree that we are liable for damages that occur to the laptop as a result of negligence on the part of my son/daughter, even if the damage was caused by an outside force/influence.
- I agree that Ed-Co building administration and technology staff makes the determination as to whether or not the damage was the result of negligence.
- I understand that loaner computers may or may not be available to students if the laptop assigned to them must be sent for repairs.
- I understand that if the computer is stolen from my property that I am required to file a police report.

Student Responsibilities

Your MacBook is an important learning tool and is for educational purposes only. In order to take your MacBook home each day you must be willing to accept the following responsibilities:

- When using the laptop at school, home, or any place else I might take it, I will follow the policies of the Ed-Co CSD and abide by all local, state, and federal laws.
- I will treat the laptop with care by not dropping it, getting it wet, leaving it unattended, leaving it outdoors, leaving it in a vehicle in extreme weather conditions, or using it near food or drink.
- I will not take the computer into the locker rooms.
- I will not load/delete software on/from laptop.
- I will immediately report any known problems to Ed-Co tech staff or administration.
- I will not remove files or programs from laptop.
- I will not give personal information via the Internet when using the laptop.
- I will bring the laptop to school every day.
- I will use email (or other electronic communication) only for appropriate, legitimate, and responsible communication.
- I will keep all accounts/passwords assigned to me secure.
- I will not attempt to repair the laptop.
- I will return my laptop when requested.
- I will place laptop in the protective bag when not in use, and will keep it in a secured, locked place if not with me.
- I will not install or use file-sharing tools: Kazaa, Limewire, Acquisition, Bit Torrent, or others.
- Desktop customization is allowed, but I understand no stickers, patches, or the like may be placed on the computer or the bag. Removable hard-plastic covers are acceptable, and adornments may be added to that cover.

By signing this document the parent and student agree to adhere to the conditions stated herein. The signature also indicates the parent/student agree that any damage incurred, whether accidental or intentional, will result in the parent/student having to pay for the entire cost of the repairs—including replacement cost, if applicable. Damage that occurs which is beyond the control of the student (i.e. hard drive crashes, battery replacement, etc.) will be the responsibility of Ed-Co CSD.

In signing this document I agree to allow my son/daughter to take the laptop out of school. In doing so, I also agree to pay the deposit established by the Edgewood-Colesburg Board of Education.

The computer deposit is \$90. Paying this one-time deposit allows the student to take the computer from school, and does not remove any obligations stated in the loan agreement. All laptops will be turned into the school for summer cleaning and inspection. Note: The student will still have access to the computer at school even if the deposit is not paid. It only means that they will be unable to take it out of the school for any reason. If a deposit is made and the parent changes his/her mind in letting the student take the computer home, the refund will occur at the end of that school year upon written request. All other refunds will take place upon graduation or exit from the district.

Parent/Guardian signature/Date

Student signature/Date