Laptop Policy, Procedures, and Information
Elk Point-Jefferson High School
Elk Point, South Dakota

Elk Point-Jefferson High School Laptop Computer Program

The focus of the Learning With Laptops Program at Elk Point-Jefferson High School is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Laptops integrates technology into the curriculum anytime, anyplace.

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The policies, procedures and information within this document apply to all Laptops used at Elk Point-Jefferson High School, including any other device considered by the Principal to come under this policy.
Teachers may set additional requirements for computer use in their classroom.

1. LAPTOP SPECIFICATIONS
HP EliteBook 8440p – Links to specifications on EPJ Website

2. RECEIVING YOUR LAPTOP
Laptops will be distributed each fall during the first day of school. 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.
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 EPJ

3. 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 the technology Help Desk located in the Room 161.

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 Elk Point-Jefferson School District.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.

3.2 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.
- 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.

3.3 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.

4. Using Your Laptop at School
Laptops are intended for use at school each day. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher.

4.1 Laptops Left at Home
If students leave their laptop at home, they will receive an office referral and will be issued a loaner computer for the remainder of the school day. Repeat violations of this policy will result in disciplinary action.

4.2 Laptop Undergoing Repair
Loaner Laptops will be issued to students when they leave their Laptops for repair at the Help Desk.

4.3 Charging Your Laptop's Battery
Laptops must be brought to school each day in a fully charged condition. Students must remember to charge their Laptops each evening. Repeat violations of this policy will result in disciplinary action.

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.

4.5 Sound
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

4.6 Printing
Printing may only be done on the school's network printers at the direction of a teacher. Personal printers at home will not be able to be added to the Laptop. Printing should be kept to a minimum as teaching strategies will facilitate digital copies of homework.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving Work
Students and staff should save to the "My Documents" folder on their Laptop PC. When the student logs on and off the network all files in "My Documents" will automatically synchronize with the file server. This will insure that work is backed up properly. This will also allow students and staff to use their files when they are off site. When they log back into the school network, any files that were changed will also be synchronized with the school file server.

5.2 Saving Appropriate Content
The content saved in the "My Documents" folder should be specific to education. The space provided by the Elk Point-Jefferson File Server is limited. Material deemed "unnecessary for education" that is saved to this location will deteriorate school resources, complicate backups, and could slow down the school's network performance. Files not saved in the "My Documents" folder on the Laptops will not be

backed up by the school and will be lost in the event that the computer has to be re-imaged.

5.3 Saving Other Content
Content unnecessary for education includes, but is not limited to media files not used for education such as .mp3, .wav, .wmf. files saved to the "My Documents" folder which are deemed unnecessary for education by Network Administration will be deleted and could result in disciplinary action for the student. These files should be stored on removable media or on a location other than "My Documents" which will not be backed up by the file server. Students are responsible for backing up their own data of this type. Again, in the event of the Laptop being re-imaged, students are responsible for their own data. It is recommended that students save any "Other Content" or files that they will not save to the "My Documents" folder to a jump drive. This will prevent the loss of data in the event of their Laptop being re-imaged.

5.4 Saving Inappropriate Content
Students will be disciplined for saving or viewing any content deemed "inappropriate content" by network and school administration via the schools Acceptable Use Policy. Inappropriate Content includes but is not limited to pornography, offensive content, and other inappropriate material so determined by school administration. Network and school administration will be responsible for determining what is considered to be inappropriate.

6. SOFTWARE ON Laptops
6.1 Originally Installed Software
The software originally installed on the Laptops must remain in usable condition and be easily accessible at all times. All Laptops are supplied with Microsoft Windows 7 Professional, Microsoft Office 2007 including OneNote, Adobe Creative Suites 3.0, Corel Video Studio and many other applications useful in an educational environment. 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.

6.2 Virus Protection
The Laptops have Symantec Endpoint Protection software installed on them. This software will scan the hard drive for known viruses on boot up. The virus software will be upgraded from the Internet. In addition to the anti-virus software, the Laptops are locked down in a state where installation of new applications is limited for the end user. This prevents viruses that may be downloaded from running on the Laptop PC's and infecting the network.

6.3 Additional Software
Students are not allowed to install additional software on their Laptop PC's other than what is installed by Elk Point-Jefferson High School. Students are not allowed to launch software from any type of removable media or drive. This includes but is not

limited to applications such as music downloading utilities, other media downloading utilities, and games. Students can submit an official request for installation of a specific type of software that is productive for an educational environment to the Help Desk. All requests will be considered, but will only be rolled out to computers on a periodic basis when the Laptops are re-imaged. Rollout will not be done on an individual basis, but as a scheduled event for a specific group of computers. Rollouts will usually take place during typical school downtime (i.e. Christmas break, summer vacation, etc.).

6.4 Inspection

Students may be selected at random to provide their Laptop for inspection. Students may also be selected for inspection of their Laptop if a staff member suspects that inappropriate material resides on the device or the student has violated the Elk Point - Jefferson Acceptable Use Policy.

6.5 Procedure for Re-loading Software

If technical difficulties occur it is the policy of the Help Desk support staff to use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Laptop will be re-imaged. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent on fixing all glitches that may arise. Re-imaging will restore the device to the state in which the user originally received it. All files stored in "My Documents" will be intact after the new image is deployed, however all other data on the machine will not be. This is why it is important to be sure to save all appropriate files for education to the "My Documents" directory and to be sure that you never cancel "File Synchronization" at logon or logoff.

7. ACCEPTABLE USE

7.1 General Guidelines

Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Elk Point-Jefferson School District.
Students are responsible for their ethical and educational use of the technology resources of the Elk Point-Jefferson School District.
Access to the Elk Point-Jefferson School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Use of Technology Resources Policy.
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.
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 in accordance with the Uniform Code of Behavior.

7.2 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 or an assistant principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

7.3 Legal Propriety
Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
Plagiarism is a violation of the Elk Point-Jefferson Discipline Matrix.
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 Step 6 consequences of the Uniform Code of Behavior. 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.

7.4 E-mail
Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through the State K-12 email interface which is monitored by state officials and school officials and is subject to filtering of inappropriate content.
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 during class without permission.
Elk Point-Jefferson e-mail is subject to inspection by the school.

7.5 Consequences
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 Laptop Handbook or Use of Technology Resources Policy will result in disciplinary action as outlined in the Elk Point-Jefferson discipline matrix. 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.

8. PROTECTING & STORING YOUR LAPTOP COMPUTER

8.1 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
> Computer name
> Individual User account name and password

8.2 Storing Your Laptop
When students are not monitoring Laptops, they should be stored in their lockers with the lock securely fastened. 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.

8.3 Laptops Left in Unsupervised Areas
Under no circumstances should Laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, concourse, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised Laptops will be confiscated by staff and taken to the Principals' Office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

8.4 Extra-Curricular Events
Students are not permitted to bring their Laptop computers along with them to extra-curricular events. Laptops must be stored in locked school or athletic lockers. Students will be given access into the school to retrieve their Laptop computers after such events.

9. REPAIRING OR REPLACING YOUR Laptop COMPUTER

9.1 HP Warranty
This coverage is purchased by the Elk Point-Jefferson School District as part of the purchase price of the equipment. HP warrants the tablets from defects in materials

and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the tablet or tablet replacement. The HP warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all tablet problems to the technology Help Desk located in the library.

9.2 Accidental Damage Protection
The Elk Point-Jefferson School District has purchased through HP coverage to protect the tablets against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. Parents are responsible for these damages (damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage.) HP will assess the tablet damage and repair or replace the machine at no cost if the damage is determined to be accidental, frequent, and within the protection guidelines. The tablet is covered with a three-year HP Warranty and Accidental Protection Plan. Elk Point-Jefferson technicians will service repairs and replacements for detective parts and acts of accidental damage. Please report all tablet problems to the technology Help

10. Laptop TECHNICAL SUPPORT
The Technology Help Desk is located in high school room 161 coordinates the repair work for Laptops. Services provided include the following:

1. Hardware maintenance and repairs
2. Password identification
3. User account support
4. Operating system or software configuration support
5. Application information
6. Re-imaging hard drives
7. Updates and software installations
8. Coordination of warranty repairs
9. Distribution of loaner Laptops and batteries

11. Laptop FAQ'S

1. Can I use the HP 8440 Laptop computer and software throughout my career at Elk Point-Jefferson?
Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at Elk Point-Jefferson. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

2. What if I already have another model or brand of Laptop computer?
You will be required to use the school district issued Laptop for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Elk Point-Jefferson School District is also limited to provide maintenance service or assistance for only the HP 8440p Laptop. For these reasons, other Laptop computers will not be used on the Elk Point-Jefferson School District network at school.

3. Can I have my Laptop computer this summer?
No. All Laptops will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their Laptops again at their orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and Elk Point-Jefferson's policy regarding the ethical use of computers.

4. What about insurance against theft or breakage through carelessness?
Your Laptop computer is very portable and very valuable, making it an attractive target for thieves. Insurance options are outlined at the end of this document. The best insurance is to take care of your Laptop. Do not leave your Laptop in the building, classroom, concourse, or car unattended. Always know where your Laptop is! Above all, take your computer home each night.

5. Does Elk Point-Jefferson provide maintenance on my HP 8440p Laptop computer?
Yes. The Technical Services Help Desk staff will coordinate maintenance for students. Students enrolled at Elk Point-Jefferson will be covered by a maintenance agreement for items described in the HP warranty agreement and Accidental Protection Plan. Please consult the warranty agreement so that you understand what is and what is not covered.

6. What will I do without a computer in my classes if my Laptop unit is being repaired or while I am replacing it if it is lost or stolen?
Elk Point-Jefferson High School stocks an adequate number of Laptop computers that can be loaned out. If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.

7. If I purchase software in addition to the available software provided through Elk Point-Jefferson, will the Technical Help Desk staff load it for me?
No. The success of the 1:1 Classroom Connections project depends in a large part on the stability and reliability of the Laptop computers.

8. Do I need a printer?
You need not own one since printers are located near classrooms, in the library, and in the study hall. Printing should be kept to a minimum as teaching strategies will facilitate digital copies of homework.

9. Will I need to buy a modem?
No. A modem is built into the HP 8440p.

10. How do I connect to the Internet at home?
You may connect to the Internet using a cable Ethernet connection or wireless Ethernet connection. Please take your Laptop to the technology Help Desk if you want your Laptop configured for your home dial-up Internet access.

11. Will there be facilities to back up the files I create on my Laptop?
Yes. When you save your documents to the My Documents folder, your files are automatically saved to the school storage server. You are also encouraged to save your documents to a removable memory card that can be inserted into the 6-in-1 memory card reader on the Laptop.

12. What if I want to add options to my Laptop later?
Only the Elk Point-Jefferson School District is authorized to add options and upgrades to your Laptop computer.

13. What if I want to run another operating system on my Laptop?
Only the operating system chosen by the Elk Point-Jefferson School District will be authorized to run on a student-issued Laptop computer.

14. Will I be given a new battery if mine goes bad?
The Laptop battery will be replaced if defective. You will be responsible for charging your battery and proper battery maintenance.

15. What has the school done to help prevent students from going to inappropriate sites?

We have a software product which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal's Office.

16. Are Student Laptops subject to school "snooping"; what if they bring their Laptop in for repairs and "objectionable data" is detected?
Inappropriate material on Laptops should be reported to the classroom teacher, assistant principal, or Help Desk immediately upon identification. Students who have

"objectionable data" on their Laptop but have failed or chosen not to report it, will be referred to the Principal's Office.

17. If the accessories to my Laptop are lost or stolen, how much will it cost to replace them?

In the event that Laptop accessories are stolen, you should report the lost items to the Help Desk or Principals' office.

The cost to replace specific accessories is listed below:

      a) AC adapter & power cord: $39.00
      b) Battery: $129.00
      d) Laptop carrying case: $50.00
      e) Laptop replacement cost: $1100

Lost or stolen items must be replaced with HP authorized parts, which will are available at the technology help desk.

Use of Technology Resources Policy

Elk Point-Jefferson School District Purpose

Purpose

The Elk Point-Jefferson School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Elk Point-Jefferson School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Elk Point-Jefferson School District.

Definition – Technology Resources

The Elk Point-Jefferson School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations

The use of the Elk Point-Jefferson School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Elk Point-Jefferson 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 Elk Point-Jefferson 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. The Elk Point-Jefferson School District's Uniform Code of Behavior shall be applied to student infractions.

User Terms and Conditions

The use of Elk Point-Jefferson School District's technology resources is subject to the following terms and conditions:

1.   The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Elk Point-Jefferson 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.

2.   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. While user files will not be examined without reasonable cause, 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:

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 using the school network.Vandalizing, damaging, or disabling property of the school or another individual or organization.

A.   Accessing another individual's materials, information, or files without permission.
B.   Using the network or Internet for commercial, political campaign, or financial gain purposes.
C.   Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
D.   Promoting or soliciting for illegal activities.
E.   Attempting to repair, remove or install hardware components reserved for an authorized service technician.
F.   Violating copyright or other protected material laws.
G.   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.
H.   Intentionally wasting school resources.
I.   Launching software from any type of removable media or drive.

Computer Network Violations:

A.   Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.

B.   Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.

C.   Creating, uploading, or transmitting computer viruses.

D.   Attempting to defeat computer or network security.

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

4.   Elk Point-Jefferson School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

5.   Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.

6.   Any security or equipment problems arising from the use of technology resources must be reported to the Computer Help Desk or Principal's Office.

7.   Students will be held responsible for maintaining their individual school computers and keeping them in good working order.
a.   Computer batteries must be charged and ready for school each day.
b.   Labels, stickers or any other type of permanent attachment or decoration are **not** allowed on computer bags. Each bag has a unique number that may be used for identification. Removable items, such as luggage tags may be used for identification
c.   Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
d.   Computers that malfunction or are damaged must first be reported to the Computer Help Desk located in the high school library or media center. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student.

Students will be entirely responsible for the cost of repairs to computers that are intentionally damaged.

e. Accidental Laptop damage: Students who have recorded 3 or more instances of accidental Laptop damage may be asked to check their Laptop in at the Help Desk after school. Laptops may be checked out again before classes begin the next day. Special permission to take a Laptop home for class work may be permitted by the student's teacher.

f. Computers that are stolen must be reported immediately to the Principal's Office and the police department.

g. Individual school Laptop computer computers and accessories must be returned to the Elk Point-Jefferson Help Desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Elk Point-Jefferson for any other reason must return their individual school Laptop computer on the date of termination.

Laptop computers and cases remain the property of the Elk Point-Jefferson School District and must be returned upon a student's graduation, transfer or termination.

Furthermore, the student will be responsible for any damage to the computer or case, consistent with the District's Laptop Computer Protection plan and must return the computer and accessories to the Elk Point-Jefferson 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.

LAPTOP COMPUTER PROTECTION

The Elk Point-Jefferson School District recognizes that with the implementation of the Laptop computer 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: warranty, accidental damage protection and insurance.

HP Warranty and Accidental Damage Protection Plan: See page 9

DAMAGE DUE TO INAPPROPRIATE HANDLING: Repair fees will be assessed when damage occurs that the has been determined to be avoidable.

Broken latch	$50
Broken keyboard light	$50
Broken key	$15
Broken mouse buttons	$50
Broken or cracked screen	$80
Excessive chassis wear	$50
Excessive Case wear/damage	$45
Lost or damaged power adapter	$39

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Students – Record serial numbers, obtain signatures and return by Friday, August 20. A complete copy of the Laptop Acceptable Use Policy can be found under the Technology link on the EPJ webpage.

INSURANCE FOR THEFT, LOSS OR FIRE:
Laptop computers that are stolen, lost or damaged by fire are the responsibility of the student. Following are the two options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box.

<u>No Insurance</u>	❑ You agree to pay for the replacement of the Laptop computer at a cost not to exceed the replacement value of the computer should the Laptop computer be stolen, lost or damaged by fire.
<u>Personal Insurance</u>	❑ You will cover the Laptop computer 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 computer replacement not to exceed the replacement value of the computer.

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

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Student Pledge for Laptop computer Use

1. I will take good care of my Laptop computer and know that I will be issued the same Laptop computer each year.
2. I will never leave the Laptop computer unattended.
3. I will never loan out my Laptop computer to other individuals.
4. I will know where my Laptop computer is at all times.
5. I will charge my Laptop computer's battery daily.
6. I will keep food and beverages away from my Laptop computer since they may cause damage to the computer.
7. I will not disassemble any part of my Laptop computer or attempt any repairs.
8. I will protect my Laptop computer by only carrying it while in the provided 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 computer.
11. I understand that my Laptop computer is subject to inspection at any time without notice and remains the property of the Elk Point-Jefferson School District.
12. I understand and agree to follow the criteria described in the Laptop computer Reward System.
13. I will follow the policies outlined in the Laptop Computer Handbook and the Use of Technology Resources Policy while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery, or Laptop computer case in the event any of these items are lost or stolen.
16. I agree to return the District Laptop computer and power cords in good working condition.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Laptop Serial Number	
Charger Serial Number	
Battery Serial Number	