

Computer Loan Agreement

Arthur County Schools is pleased to make PC Laptop computers available to 9-12 students. The equipment is the property of Arthur County Schools and is being loaned to the student/parent/guardian for educational purposes for the 2008-2009 school year. The equipment will be returned to the school on a pre-determined date or if the student is discharged from the school prior to the end of the school year. A new contract must be signed annually.

In order for Arthur County Schools to make PC Laptop available as well as continue to provide state of the art technology, all students must take responsibility for appropriate and lawful use of this opportunity. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While Arthur County School's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. The school district shall not be responsible for any claim, losses, damages or costs of any kind suffered directly or indirectly, by a user or his or her parents/guardians arising out of the use of its computer networks or Internet.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions, you should contact an administrator. If any user violates any provisions under this Policy, the student's access will be denied, and he or she may be subject to additional disciplinary action.

Personal Responsibility

By signing the attached acknowledgement form, you are agreeing not only to follow the rules in this Policy, but are also agreeing to report any misuse (defined below) of Technology to an Administrator.

Laptop Care

- Students must have laptops with them or under the direct supervision of a staff member or in a school locker at all times. Laptops must never be left unattended. Staff will pick up and give unattended laptops to the Office.
- Laptops must be kept in the protective sleeve issued with the laptop when not in use. If laptops are kept in book bags or backpacks without the sleeve, students are responsible for any property loss or damage.
- If the laptop is lost, stolen or damaged while in the student's possession, the student/parent/guardian is responsible for the replacement or repair. Warranty will cover accidental damage. Intentional damages are the responsibility for the student/parent/guardian.
- Laptops must be returned in good usable condition as it was checked out in.

Updates

Users, and if appropriate, the user's parent/guardians, may be asked from time to time to provide new or additional registration and account information or to sign new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or user's parents/guardians) or if new policy is implemented the user (or user's parents/guardians) must sign the documentation if the user wishes to continue to receive service. The user must notify an administrator when account information has been changed.

Privacy

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the Computer Network and Internet access and any and all information transmitted or re-

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ceived in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any exception of privacy regarding such materials. Any questionable material found as a result of search may result in the loss of privileges.

Acceptable Uses

Arthur County School's network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner. Access to the Arthur County School's computer systems is a privilege, not a right. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards shall at a minimum result in the student having his or her access to the computer network and Internet terminated, which the School district may refuse to reinstate for the remainder of the student's enrollment in the School District.

- The laptop may be used by the student/parent/guardian only for non-commercial purposes, in accordance with the District's policies and rules. Any included software may be used only in accordance with the applicable license and it is the student/parent/guardian's responsibility to be familiar with and to comply with the provisions of such license.
- The School's Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work must be properly documented.
- E-mail and all other forms of electronic communication are to be used in a responsible manner.
- Students may use their own headphones to listen to music if they have their own headphones AND teacher permission. Students may listen to music in the hallways during lunch with headphones ONLY.
- Computers may not be used to make sound or video recordings, and images may not be distributed without the CONSENT of all individuals recorded/involved.
- Any additional software must be approved and installed by the District Technology Coordinator.
- Students may access only those files that belong to them or which they are certain they have permission to use.

Unacceptable Uses

Arthur County Schools reserves the right to define inappropriate use of the technology. These inappropriate uses include, but are not limited to:

- The user shall not cyber bully. This includes the use of the computer to annoy or harass others with language, images, innuendoes or threats.
- If a student does accidentally access material that is obscene, or that promotes illegal activity, he or she should immediately notify a teacher.
- Computer games are prohibited during school hours, unless they are approved by the teacher for educational purposes and permission is given by the teacher.
- Social networking sites are prohibited during school hours. These include, but are not limited to: MySpace and Facebook.
- Any student who attempts to learn the filter override code and bypasses the filter will face disciplinary action
- The user shall not install or uninstall any computer software.
- Deliberate attempts to jeopardize the network, system, or other computers will result in disciplinary action.
- The user shall not use the computer for copyright violations or plagiarism (such as illegal copying/downloading or installation of software).

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- The user shall not deliberately access or create any obscene or objectionable information, language or images.
- The user shall not deface their laptops or carrying sleeves in any way, for example with stickers, tape, whiteout, marking pens, etc.
- The user shall not use their real name or any other information which might allow a person to located you without first obtaining the permission of a supervising teacher.
- The user shall not disclose personally identifiable information to be used in any way on the Internet without the permission of a parent or guardian.
- Elementary and Junior High students will not disclose their full name or any other personal contact information for any purpose.

- High school students will not disclose personal contact information, except to educational institutes for educational purposes, companies or other entities for career development purposes, or without specific staff approval.
- The user shall not disclose names, personal contact information or any other private or personal information about other students under any circumstances.
- The user will not, under any circumstances, agree to meet someone they have met online.
- The user shall not use the computer for anything other than a teacher-directed or approved activity during instructional time.
- The user shall not carry the laptop in the open position.
- The user shall not rest pencils/pens on the keyboard. Accidentally closing the Laptop with items on the keyboard damages the screen.
- The user shall not insert objects into the ports (openings) of the Laptop.
- Users will not give out their login information for the computer or ANGEL accounts.
- Students will not allow a student who has lost computer privileges to use their computer.
- Students are responsible for all activity on their computer. Loaning the machine to any other student is not permitted.
- All music lyrics, photos and any other files on the computer are to be school appropriate.

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Student: _____ Student Username: _____

Parent/Guardian Responsibilities

Your student has been issued a PC Laptop computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my student's use of the PC Laptop at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my student's use of the Internet and email.
- I will not attempt to repair the PC Laptop, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the PC Laptop.
- I will not load or delete any software from the PC Laptop.
- I will make sure my student recharges the PC Laptop battery nightly.
- I will make sure my student brings the PC Laptop to school every day.
- I understand that if my student comes to school without his/her computer I may be called to bring it to school.
- I agree to make sure that the PC Laptop is returned to the school when requested and upon my student's withdrawal from Arthur County School.

Student Responsibilities

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

- When using the PC Laptop at home, at school, and anywhere else I may take it, I will follow the policies of the Arthur County Schools— especially the Student Code of Conduct—and abide by all local, state, and federal laws.
- I will treat the PC Laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the PC Laptop to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the PC Laptop.
- I will not remove programs or files from the PC Laptop.
- I will honor my family's values when using the PC Laptop.
- I will not give personal information when using the PC Laptop.
- I will bring the PC Laptop to school every day.
- I agree that e-mail (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to clean or repair the PC Laptop.
- I will recharge the PC Laptop battery each night.

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- I will return the PC Laptop when requested and upon my withdrawal from Arthur County School.

Personal Internet Service Providers

If a parent/guardian chooses to allow home Internet access on Arthur County School's equipment, then a signed ISP form must be on file with the school and the school's technical personnel must set up any dial up accounts. By allowing your student to access the Internet from home, you are accepting all responsibility for monitoring your child's Internet use. Your child is still responsible for following all school rules for appropriate computer use while online at home.

1. Students may choose to access the Internet at home through a personal Internet Service Provider. The laptops do have an internal modem required for dial-up access. The laptops also have Ethernet jacks for network access to services such as DSL or cable modems.
2. Students and their parents/guardians are responsible for the arrangements with their ISP and assume all costs involved to facilitate this access.
3. Students and parents/guardians are expected to adhere to the policies and procedures outlined in the parent/guardian handbook and the district acceptable use policy, particularly those dealing with appropriate access. Remember that most ISP's do NOT filter Internet access, though some may have parental controls.
4. Periodic monitoring of the laptops and their use will still be an option regardless of whether or not a student chooses to have a personal ISP. By providing this information and signing this form, you are agreeing to take full responsibility for all Internet activity.

Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

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Student/Borrower: _____

UserName: _____

Checkout Date: August 26, 2008

Latest Date for Return: May 9, 2008

Item Description	Location to find Serial Numbers	Serial Number/Item Number	Condition
Lenovo PC Laptop Laptop Computer	Click on the login screen (where your username appears) until the serial number shows		New/Good
Lenovo Charger	Last 9 digits on the barcode on the backside.		New/Good
Battery	Turn the lock on the underside of your laptop so that the battery comes out. The serial number is on the underside of the battery. Last 4 digits		New/Good
Carrying Case	Each piece will be numbered with school ID number. (3 pcs)		New/Good

The above listed items are being lent to Borrower and are in good working order. It is Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains the property of Arthur County Schools of Arthur, Nebraska, and is herewith lent to the student for educational purposes only for the Academic School year. Student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing his/her right to use this computer. The equipment will be returned to the school when requested by Arthur County Schools, or sooner, if the student withdraws from Arthur County Schools prior to the end of the school year.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's diskettes or other data storage medium and Borrower agrees to use Borrower's best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.

Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower's use of the District Property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Arthur County Schools.

Parent/Guardian Signature _____ Print Name _____

Student Signature _____ Date _____

Signature of District Representative _____