

Agreement for Use of Shoreline Student MacBooks

District Policy Regarding Student MacBooks

- ✓ The Apple MacBook that you will be issued is the property of Shoreline School District, and is made available to you as a tool for learning.
- ✓ Shoreline has established Apple MacBook usage standards which cover procedures and requirements for using the computer.
- ✓ Like textbooks and other school property, an Apple MacBook is assigned to the student and **MUST** be returned to the District at the end of the school year or upon withdrawal or transfer.
- ✓ Before being issued an Apple MacBook, students and their parent/guardian must attend an orientation session (if required by the school) and understand what is expected relative to the use of the computer. An agreement – signed by both student and parent/guardian – to comply with the District’s MacBook rules and regulations is required before a laptop will be issued to a student.
- ✓ The use of a MacBook is a privilege that can be revoked. Inappropriate use or neglect of a MacBook can result in limits to or loss of use of the MacBook.
- ✓ It is the expectation that students will bring the MacBook to school each day unless instructed otherwise.
- ✓ Students must not leave the laptop unattended at any time while at school or must follow all school procedures for securing unattended laptops when necessary (athletic activities, etc.). Loss/theft of a laptop due to neglect is not a valid insurance claim and full replacement cost will be charged to the student.
- ✓ The student is responsible for bringing the MacBook to school with a **full battery charge each day**. If a battery drains due to heavy use during the school day, an emergency replacement battery will be available for use until the end of the school day.
- ✓ Laptops should never be moved without shutting down or putting it in sleep mode. Moving a laptop while the hard drive is spinning can both damage the hard drive and result in loss of data.
- ✓ Your MacBook comes pre-loaded with the all software you will need for your classes. You are not allowed to install, un-install, or modify any application, game, or operating system component in part or whole.
- ✓ File-sharing, including downloading music, that violates copyright laws is not permitted. Any music or other commercial files downloaded to the MacBook must be legally owned by the student user.

General Handling and Required Care of the MacBook

- Student and Parent/Guardian will be charged for any damage resulting from abuse or mishandling, or loss of an Apple MacBook due to neglect (*the required insurance coverage limits liability to \$100 deductible in the case of theft or accidental damage*). A police report is required for any stolen MacBook.
- The laptop should never be opened at more than a 110 degree angle. Damage to the hinge and bezel brace around the screen can occur if the laptop is opened too far.
- **Do not mark the Apple MacBook in any way** with markers, stickers, etc. Each Apple MacBook is labeled with a district identification barcode. Do not remove this sticker.
- Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the Apple MacBook.
- Do not eat or drink near the Apple MacBook. There should never be any food or drink around the MacBook. Damage due to spilled substances will not be covered by laptop insurance and student will be responsible for full repair cost.
- Use the Apple MacBook on a flat, stable surface. (The top of a stack of books is not a stable surface!) A computer that falls on the floor may be irreparably damaged.
- When not in use, the MacBook shall be put to sleep, and gently placed in the storage sleeve.

Internet Rules and Expectations

- Shoreline's Acceptable Use Agreement must be followed at all times. (see attached form 2314P)
- Any inappropriate web or email activity can result in loss of the Apple MacBook privilege. The use of proxy servers is strictly forbidden and is a violation of the district's network policy.
- If you unintentionally link to an inappropriate web site, report it to your teacher immediately so that district officials can remove access to the site.
- All activity conducted on the Shoreline Internet/Network is monitored and can be tracked/traced. All use of the Internet/Network should be to further the student's education and enrich the student's educational resources.

Cleaning & Handling the MacBook Computer

IMPORTANT--Do not use water or other cleaning solutions on the Apple MacBook. Wipe the surfaces lightly with a clean soft cloth. **Always avoid touching the screen.** When cleaning is necessary, ask your school's Computer Technician or a teacher for assistance.

- ✓ Store your Apple MacBook computer in an appropriate protective sleeve when not in use. Excessive scratches and scuffs to the laptop exterior can result in repair fees assessed to the student.
- ✓ Make sure hands are clean before using the MacBook – the trackpad and keyboard are delicate and must be cleaned by a computer technician.
- ✓ When charging cable needs to be connected, be sure to line it up correctly when inserting and removing. Students are responsible for damage to the charger port or connector pin resulting from mishandling.
- ✓ If the battery is not charging, do not wiggle the power cord. Try removing it and fully reinserting it.
- ✓ If you have problems with your MacBook, stop using the computer and ask your Computer Technician or a teacher for help.

Parent Information

- ✓ The MacBook is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way that would compromise access by the student.
- ✓ Parents are responsible for supervising student Internet use while at home; the filtering services we implement on the district network do not transfer to home use. Parental control software can be installed upon parent request to limit hours of use and or access to the Internet – schools will be providing specific information on how to request this service.
- ✓ Parents should monitor the use of the computer at home to ensure that its primary function is academic and that students are completing assigned school work rather than excessive gaming, chatting, etc.
- ✓ Use of Internet resources – including online curriculum content purchased by the district – will be an integral part of the learning activities in your child's classes. If you have reservations or objections about your child having access to the Internet while at school, please contact your school administration to discuss the matter.

2011-2012 Addendum to Laptop Agreement

This document is an addendum to the full laptop agreement presented above. It includes a number of clarifications about expectations regarding use of district laptops and conditions affecting insurance coverage and school disciplinary action. While the vast majority of our students take exceptional care of their laptops, this document became necessary after an analysis of loss/damage data as well as feedback from parents and staff in the laptop surveys conducted in 2008 and 2009. The data indicate that a significant portion of damage and theft incidents resulted from behaviors that were counter to the terms of the laptop agreement and school guidelines for proper care of the laptops. In addition, the majority of concerns regarding the laptop program were directly related to inappropriate use of the laptops that was in clear violation of the laptop agreement. A reduction in these types of incidents is essential if the laptop program is to be financially sustainable and educationally successful. We are confident that this is an attainable goal and hope that the additional information provided below will help clarify the intentions of the original laptop agreement.

Insurance – Burglary/Robbery/Theft:

Coverage includes Burglary/Robbery/Theft that involves a break-in, force, or is otherwise unavoidable despite exercising due diligence. Leaving the laptop unattended, failing to secure it per school recommendations, leaving it in an unlocked car, leaving it on the bus, etc. do NOT qualify as a legitimate claim for theft. These and similar situations are classified as loss through negligence and would result in the a replacement cost (approx. \$400) being assessed to the student.

Insurance – Accidental Damage:

Includes damage resulting purely by accident despite following all guidelines for care and handling of the laptop. The following are not considered to be accidental damage and are not covered by insurance:

- damage caused by liquid/beverage spills (liquids near laptops are explicitly prohibited per Laptop Agreement)
- excessive scratches/wear to laptop exterior caused by failure to regularly use a protective case (use of case is required per the Laptop Agreement)
- intentionally marking, defacing, and/or abusing the laptop (amusement, anger, frustration, etc.)
- damage caused by tampering with hardware components (battery housing, RAM, iSight camera, etc.) to alter district configurations

Multiple Incidents:

- multiple damage/theft claims – especially if lack of due diligence is evident – could result in an escalation of deductible fees, assessment of full repair cost, or restriction of take-home privileges

Unauthorized/Nonacademic Use of Laptops:

- Bypassing firmware password to enable unauthorized installations or to gain admin access
- Downloading and/or installing game emulators, chat clients, peer-to-peer software, etc.
- Accessing proxy sites to bypass district web-filtering
- Using laptops and district network to exchange/share media files, such as mp3s or videos, that are in violation of copyright guidelines (i.e. illegally obtained)

Enforcement/Consequences: will vary according to infraction, but may include any or all of...

- school discipline code for minor infractions
- loss of privileges or increased daytime controls
- loss of computer for period of time
- suspension/expulsion – serious or repeated offense

Outstanding Deductibles:

- To allow for timely processing of insurance claims, prompt payment of deductibles is expected.
- If an extension or partial payment plan is requested by the family, the request should be made within one week of the notice being received.
- Loaner laptops cannot be issued until the deductible has been paid or other arrangements for payment have been made with school officials.
- Full or partial scholarship requests for deductibles or other fees (i.e. power adapter) will only be considered for families qualifying for scholarship assistance with the initial laptop fees, or in cases where school officials determine that extraordinary circumstances exist.

Date:
Shoreline School District
18560 1st Ave. NE
Shoreline, WA 98155

Laptop Release Form

Please check off to confirm that you received each of the following on (date of distribution):

1 laptop w/battery Barcode #: _____
 1 AC Power Adapter
 6' extension for adapter

All items—excluding the laptop sleeve—must be returned by a specified date in June. I understand that I will be charged for any missing equipment or cables.

- I have read the Shoreline MacBook Usage Standards and Addendum.
- I agree to comply with the Shoreline Acceptable Use Policy.
- I understand that I may lose my MacBook privileges as a result of my inappropriate behavior, and may be financially responsible for intentional damage or avoidable loss of any District Apple MacBook.

Student - Print your name here: _____ Signature and date here: _____, 2011

I have read the Shoreline MacBook Usage Standards, Addendum, and Acceptable Use Policy for Internet/Network Services (Board Policy 2314P).

- I understand the procedures and requirements to which my student must comply, including the Shoreline Acceptable Use Policy.
- I accept responsibility for any damage or neglect that may result from my student using the Apple MacBook, which may result in monetary charges.
- I understand that my student may lose his/her MacBook privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect, or loss to any District MacBook.

Parent/Guardian - Print your name here: _____ Signature and date here: _____, 2011

Current Address: _____

Phone Number: _____

For District Use Only:
Technology Fee Payment:
 Check Credit Card
 Cash Money Order/Cashier's Check
 Scholarship Pending (circle one): *Full* *Partial*
 Other (specify: _____)