LAPTOP COMPUTER USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of the Computer, between the Frederick Public Schools ("FPS"), the student receiving a Computer ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a computer, software, and related materials (the "Computer") for use while a student is attending Frederick Public Schools, hereby agree as follows:

1. Equipment
1.1 Ownership
FPS retains sole right of possession and ownership of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, Frederick Public Schools 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 Computer configurations the same. All Computers include ample RAM and hard- disk space, a protective laptop case, software, and other miscellaneous items. FPS will retain records of the serial numbers of provided equipment. Removal of bar codes or other identifying information is prohibited.

1.3 Substitution of Equipment
In the event the Computer is inoperable, FPS has a limited number of spare Computers for use while the Computer is repaired or replaced. However, it cannot guarantee a loaner Computer will be available at all times. This agreement remains in effect for such a substitute. However, the substitute laptop will not travel home with the student. 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-FPS installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary.

1.5 Students Eligible for Laptop Checkout
Students who are enrolled in Concurrent and Advanced Placement classes are eligible to check out laptops. We have a limited number of computers that may be checked out, so Students may be screened to determine those Students who are most in need due to the nature of the coursework of the class in which they are enrolled.

2. Damage or Loss of Equipment
2.1 Responsibility for Damage
All students are required to return the Computer at the end of the school year in the same working condition with all accessories issued. If the Student loses the computer and/or any of the accessories during the school year, the Student and Parent are responsible for cost of the replacement. The following prices are noted per device:
Laptop computer-$375, Keyboard-$25, Screen-$65, Battery-$30, Charger-$25
Chromebook-$225, Keyboard-$50, Screen-$120, Camera-$60, Charger-$20
Kindle-$140, Case-$20, Charger-$10
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. In the event of damage, the FPS reserves the right to charge the Student and Parent the full cost for repair and/or replacement of the Computer. Examples of instances in which Students and Parents may be charged include but are not limited to:

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Leaving equipment unattended and unlocked. This includes damage resulting from an unattended and unlocked Computer while at school.
Lending equipment to others other than one's parents/guardians.
Using equipment in an unsafe environment.
Using the equipment in an unsafe manner.
Intentionally causing damage to the equipment.
Repeated damage or neglect to a student's original computer or loaner computer may result in further discipline based on administrator's discretion.

Students must keep the Computer locked (i.e. locked in school locker, home or secure place where others do not have access) or attended (with the Student or within the Student's sight) at all times. Computers left in bags or backpacks or in unattended classrooms are considered unattended and may be confiscated by faculty or staff as a protection against theft. If confiscated, the Student will receive a warning before getting the Computer back. If the Computer is confiscated a second time, the Student may be required to get a Parent signature acknowledging financial responsibility before getting the Computer back. Unattended and unlocked equipment, if stolen – even at school – will be the Student's/Parent's responsibility.

2.2 Responsibility for Loss
In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement of the Computer pending investigation reports. Examples of instances in which Students and Parents may be charged include but are not limited to loss resulting from leaving equipment unattended and unlocked.

2.3 Actions Required in the Event of Damage or Loss
Students and Parents must report any Computer damage or loss immediately to the Building Principal.
If the Computer is stolen or vandalized while not at a Frederick Public Schools sponsored event, the Parent shall file a police report.

2.4 Technical Support and Repair
FPS does not guarantee "that the Computer will be operable", but will make technical support, maintenance and repair available during school hours. The school is NOT responsible for Offsite internet connections nor Technical Support related to Off-site internet connections.

3. Standards for Proper Computer Care
Laptops are intended for use each school day. Students are encouraged to take laptops home for educational use. Computer loss or damage resulting from failure to abide by the details below may result in full financial responsibility by the Student and Parent for replacement and/or repair of the Computer.

3.1 Your Responsibilities
Treat this equipment with as much care as if it were your own property.
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 the 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 and arrange to return to school to retrieve it after the activity. Computers 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.

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Avoid leaving the Computer in environments with excessively hot or cold temperatures.

Do not use your laptop in the bathroom or other areas of high humidity.
Avoid use in situations that are conducive to loss or damage. For example, never leave Computers in school vehicles, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. In addition, avoid storing the Computer in a car because the excessive heat or cold could damage the computer. Also, a computer in a car is an easy target for theft.
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 FPS's Computer Use Policy and Acceptable Use Policy at all times and in all locations. When in doubt about acceptable use, ask the Librarian, Technology Director, or Building Principal.
Back up your data. Never consider any electronic information safe when stored on only one device.

3.2 How to Handle Problems
Promptly report any problems to the library or principal's office.
Don't force anything (e.g., connections, popped- off keys, DVD/CDs). Seek help instead.
When in doubt, ask for help.
Loaner laptops may be issued to students when they leave their laptops for repair at the designated technology repair center. Loaner laptops are not assigned to students therefore they must be returned to the library at the end of each school day.
Students who forget their computers at home may not be issued a loaner for the day.

3.3 General Care
Do not attempt to remove or change the physical structure of the Computer, including the keys, screen or plastic casing. Doing so will void the warranty, and you 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.
Keep the equipment clean. For example, don't eat or drink while using the Computer.

3.4 Carrying the Computer
Always completely close the lid and wait for the Computer to enter Sleep mode before moving it from class-to-class, even for short distances. Movement while the Computer is on can result in permanent damage to the hard drive and therefore the loss of all data. Before leaving school or when done with your computer for the night, you should close all applications and shutdown your system. Closing the lid does not shut down your laptop.
Always store the Computer in the laptop bag provided or in another certified laptop case. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the Computer other than the Computer itself as this may damage the screen. We recommend that you carry the Computer bag separately from your normal school pack. The laptop case was chosen expressly for this purpose. Do not over stuff your Computer bag; extreme pressure on the Computer can cause permanent damage to the screen and other components. Do not grab and squeeze the Computer, as this can damage the screen and other components.
Never move the Computer while a CD or DVD is actively being used.

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3.5 Screen Care
The Computer screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
Do not touch the Computer screen with your finger, pen, pencil, etc.
Clean the screen with a soft, dry anti-static cloth or a screen cleaner designed specifically for LCD screens or bring your laptop to the library for cleaning.
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.

3.6 Battery Life and Charging
Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't 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.
Adjusting the brightness levels of your screen will also help with preserving battery life.
Laptops should be brought to school each day in a fully charged condition. When school use of the laptop has caused batteries to become discharged during the school day, students may be able to connect their computers to a power outlet in class.

3.7 Personal Health and Safety
Avoid extended use of the Computer resting directly on your lap. The bottom of the Computer 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.

4. Legal and Ethical Computer Use and Conduct
4.1 Primary Goal of Technology
The primary goal of FPS's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply to the use of this technology. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment.
Library and Media Lab equipment are reserved exclusively for academic use. In addition to the FPS Acceptable Use Policy, the use of the Computers are subject to the following provisions.
All aspects of FPS Computer Use Policy and Acceptable Use Policy remain in effect.

4.2 Monitoring
FPS will monitor computer use using a variety of methods – including electronic remote access – to assure compliance with FPS's Legal and Ethical Use Policies. The Computers are the property of the FPS and no student shall have any expectation of privacy in any materials contained therein.

The following is a list of rules and guidelines which govern the use of FPS computers and network resources. Network Resources refers to all aspects of FPS's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology- related equipment and services. These rules apply to any use of FPS's network

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resources whether this access occurs while on or off campus.

<u>Students may not use network resources…</u>
to create, send, access or download material which is abusive, hateful, bullying, harassing, discriminatory, or sexually explicit;
to excessively download, stream or listen to Internet- based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations;
to alter, add or delete any files that affect the configuration of a school computer;
to conduct any commercial business;
to conduct any illegal activity (this includes adhering to copyright laws);
to access the data or account of another user (altering files of another user is considered vandalism);
to install any unauthorized software onto FPS computers;
to copy FPS school software (copying school owned software programs is considered theft).

<u>In addition, students may not…</u>
give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent) unless you have office permission, for example, filling out college applications and scholarship forms;
give password(s) to anyone. If you suspect that someone else knows your password, you should contact the Technology Director immediately and request a password change.
post anonymous messages;
forward email commonly known as ―SPAM, Unsolicited Commercial Email (UCE), or ―junk email.

4.3 File-sharing and File-sharing Programs
File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools must seek prior approval from the Technology Department or School Administrator.

4.4 Allowable Customizations
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). All customizations of Computers need to be school appropriate.
All applications and programs downloaded for classroom use need to be school appropriate.

4.5 Student Email
When using email for school, students are expected to follow email etiquette.
Students are expected to use appropriate language in accordance with FPS policies. Profanity, vulgarity, obscenity, ethnic or racial slurs and any other discriminatory, harassing, inflammatory or abusive language is prohibited.
Proliferation of jokes, stories, etc. that have no educational value is prohibited.
Illegal activities are strictly forbidden. Messages related to or in support of illegal activities may be reported to the authorities.
Students should not reveal personal information of themselves or other students and teachers.
Email is not private. Student email will be restricted to education purposes directed by the teacher.
All communications and information accessible via the District's equipment and network are property of

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Frederick Public Schools and may be subject to public information requests.

4.6 Discipline
Any student who violates these rules or other applicable FPS policies will be subject to disciplinary
action. <u>Consequences may include…</u>
Verbal reprimand
Communication to home
Detention
In-school suspension
Out of school suspension
Expulsion
User account to technology services restricted in part or completely revoked
Restitution for costs associated with repair/replacement of equipment, system restoration, hardware, software, etc.
Alternate education assignment
For violations that also constitute a violation of the law, referral to law enforcement
Students who violate the File Sharing rules will also have their hard drives restored to the original settings.
Serious or repeated violations will result in the student's use of technology restricted and/or revoked.

4.7 Legal Issues and Jurisdiction
Because FPS owns and operates the equipment and software that compose its network resources, it will take
steps to insure that all of its facilities are being used legally. Hence any illegal use of network resources is
strictly prohibited. All content created, sent, accessed or downloaded using any part of FPS's network
resources is subject to the rules stated in this and other applicable FPS policies. School administration
monitors the network and may find it necessary to investigate electronic incidents even if they happen after
hours and outside of school. As the owner of the network resources, including but not limited to the equipment
and email system, the FPS reserves the right, at its discretion, to access, to open, to examine, to restrict,
to modify, and/or to delete electronic files that violate this Computer Use Policy, the Acceptable Use Policy,
and/or any other applicable FPS policies or rules.

4.8 Disclaimer
The FPS does not have control of the information on the Internet or incoming email to account holders
accessing the full range of information available. Sites accessible via the Internet may contain material
that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive,
illegal or otherwise inconsistent with the mission of FPS. While FPS's intent is to make Internet access
available for educational goals and objectives, account holders using the FPS's network resources to
access the Internet may have the ability to access other materials as well. The FPS expects students to
obey the Computer Use Policy, the Acceptable Use Policy, and/or any other applicable FPS policies or
rules when using the FPS's network resources to access the Internet. Students found in violation of the
policies or other rules will be subject to discipline. In addition, FPS account holders take full responsibility
for their access to FPS's network resources and the Internet.