

# Goessel USD 411 - Laptop Computer Contract

## Purpose of the 1:1 Program

Goessel High School is committed to providing a relevant and meaningful educational experience for all students. The 1:1 laptop initiative at Goessel is intended to give instant access to real-time information and real-world skills.

The 1:1 Technology Initiative at Goessel involves providing students with a school-issued laptop. Though the benefits of this initiative are widespread, some of the goals of the program include:

- Increased student engagement and enthusiasm for learning
- An increase in collaboration with individuals in our community and across the world
- A reduction in consumables (i.e. workbooks, worksheets, etc.)
- A better understanding of the various ways technology can be used to further society

## Laptop Use and Policies

- 1. Optional Insurance Fees: \$25 per school year.** This covers accidental damage throughout the year. Common examples that would be covered include \$100 screen replacement and \$25 keyboard replacement. This insurance also provides one time coverage in the event a computer is accidentally damaged and beyond repair. **Intentional damage or neglect is not covered!**
- 2. Optional HS Take Home Technology Fee: \$50 per school year.** For any high school student that wants to use the laptop issued to them outside school hours. **Insurance as described above is included in the \$50 take home fee for HS students.** The fee will help offset the cost of additional wear and maintenance.
- 3. Bringing Devices from Home:** Students are allowed to bring home computers for use in the 1:1 program. Students who bring their own computer will be able to access the internet through the Goessel wireless network, but personal computers will not have access to the Goessel server or printers. **Teachers may require the use of a school issued computer in the classroom.** Repair of personal computers is the responsibility of the student and his/her family. Goessel USD 411 will not provide any support for privately-owned computers.
- 4. Student Use in Classrooms:** Students may be are required to take their computers to class each day **as directed by their teacher.** When not being used for class, it is to be closed or put away.
- 5. Student Access to Internet:** At school, students will have access to the Internet. When not at school, students will be able to access the internet wherever it is available to them (home or other locations). When at home, parents and guardians are responsible for monitor student time and activities on the computer.
- 6. Students Access & Monitoring:** Computers are the property of Goessel USD 411, therefore the school has the right to determine appropriate use. Goessel reserves the right to search, access, or monitor computers, the files stored thereon, and their use at any time. School staff members maintain the right to redirect student use of laptops in the school setting, and the privilege of use of district computers may be denied for misuse, disciplinary reasons, or as deemed appropriate by district administration. Goessel's internet filtering software allows for the blocking of inappropriate websites and is in effect only when students are accessing the internet at school. While it attempts to filter objectionable content it may not be 100% effective.

## 7. Computer Use and Care:

- If a computer is damaged, the school needs to be notified immediately. The student should bring it to office or a member of the technology support team. Students will pay a per incident fee for repairs made to the laptop computer damaged **due to accident or negligence** the guidelines listed below:
  - Level One Repair = \$25 includes but is not limited to: keyboards, batteries, or hinge covers
  - Level Two Repair = \$100 includes but is not limited to: screens and casing.
  - Level Three Repair = Replacement cost of the computer. \$300 One to one privileges are revoked until payment is made in full.
- If a laptop is stolen or lost, the student will be expected to pay for the replacement of the missing computer. Stolen laptops should be reported to the school office who will contact local police.
- Students are not to remove, deface, or alter the USD #411 identifying stickers or labels in any way. Students are not to deface their laptop or accessories in any way, examples include stickers, writing names or painting pictures. If there are any questions check with the tech support staff.
- Do not attempt to remove or change the physical structure of the computer. This includes the keys, the screen cover, and the plastic casing. Doing so will void the warranty, and the student will be responsible for 100% of the repair or replacement cost.
- The laptop computers should not be left for extended times in places where it will be subject to extreme temperatures or humidity such as cars on cold or hot days or a steamy locker room.
- Exposure to liquids will severely damage a laptop and may result in large repair costs. Open cans of pop and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in a backpack with a laptop, even if it is sealed.
- Never leave the computer on the floor where it might be stepped on or within reach of small children or pets.
- If the laptop is not taken home it is to be returned to its assigned location each evening for recharging unless other arrangements are made with a teacher or administrator.
- In most cases, a soft, dry, lint-free cloth should be used when cleaning the computer. Computer screens show fingerprints and smudges easily, so be sure to follow proper cleaning procedures to keep your screen looking new. Never use cleaning products with acetone or ammonia.
- Laptops are to be closed when moved about the building and **papers or other items are not to be stored in the laptop.**
- It is necessary for students to bring their computers to school every day. Teachers will be designing lessons and classroom activities based on students having access to their computers.
- It is a student's responsibility to have his/her computer charged for use each day. With proper power settings, a fully-charged laptop will be able to last through most classroom use.
- During the school day, students must have their laptops with them, stored and charging in an assigned cart, or in their school lockers. Laptops must never be left unattended. Faculty will pick up and give unattended laptops to the office.
- Shut down the computer when it will not be used for an extended duration.
- With teacher permission, students may listen to music or other educational materials on their computers using ear buds as long as the volume is at a level that does not create a distraction or disruption of the classroom. The use of ear buds is always at the teacher/supervisor's discretion.
- Only Goessel administration and Goessel's technology service has the authority to install programs or apps to student laptops.
- The only users authorized to use a computer are the student issued the computer and his/her parents or guardians. Loss or damage that occurs when anyone else is using the computer will be the responsibility of the student issued the computer.

- Students will have their own username and password to access their computer, and should save all work to the Google drive folder associated with their USD 411 email account. Students are responsible for backing up their own files and are encouraged to do so.
- Student printing is discouraged to reduce cost. Documents should be shared via Google drive or e-mail when possible. Documents may also be printed and saved electronically as PDF files. Students will have access to specific printers with restrictions. All other printers in the school can be accessed through teachers only.
- Students will return their school issued laptop when they checkout at the end of the school year or when they transfer to another school.

### **Goessel High School Laptop Computer Care Contract**

1. I understand that my family is financially responsible for up to the full cost of the laptop if damage occurs to the laptop due to accident, negligence or intentional misuse.
2. I will follow all guidelines for computer care to prevent any damage to the laptops. I understand that the school owns the computer and has the right to search the computer at any time both directly and remotely if they believe that inappropriate use is taking place or has taken place.
3. I will not leave my laptop unattended unless it is in a secure place. My family is fully responsible for the cost of replacement should my laptop become lost or stolen.
4. I will not attempt to install or use unauthorized programs.
5. I will not duplicate or distribute copyrighted materials.
6. I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as on the school network, Google drive, external hard drive, CD, or flash drive).
7. I will report any problems with my laptop to a member of the tech support staff or administrative office as soon as reasonably possible.
8. I will keep the laptop lid fully closed whenever it is moved from one point to another.
9. I understand that if any of these guidelines are not followed disciplinary action may occur including limited network access, limited computer use, detention, suspension, and or expulsion.

#### **REQUIRED SIGNATURES**

I / We have read this agreement and consent to abide by the terms and conditions as prescribed herein.

Student Name (please print) \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature (required) \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian (please print) \_\_\_\_\_

Parent/Guardian Signature (required) \_\_\_\_\_ Date: \_\_\_\_\_

I do not want insurance and the assigned laptop will not be removed from school.

I am purchasing the \$25 insurance and the assigned laptop will not be removed from school.

(Option for High School Only) The \$50 technology fee will be paid for my child to use the laptop away from school or outside school hours. **Insurance is included in the \$50 fee**