

**NEW BLOOMFIELD R-III SCHOOLS
307 REDWOOD DRIVE
NEW BLOOMFIELD, MO 65063**

Superintendent of Schools
Sarah Wisdom, Superintendent

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Board President
Terri Sweeten

New Bloomfield R-III Laptop Contract

In order for your student to be able to take a district laptop computer home, you and your student must read and agree to the terms listed below. Parents and students must sign this agreement and return to the office where it will be kept on file. Once this completed form has been returned to the main office, your child will be assigned a laptop for their use at home during the school closing.

By signing this Contract, parents and students acknowledge and agree to the following:

1. **Computer Use Policy:** I have read and understand the Technology Use Policy (which was sent home with students the first day of school) and understand that it will be strictly enforced for the use of my student's laptop computer at and away from school. Students are not to access or make use of **ANY** material or attempt to locate material that is unacceptable in the school setting or violates the Internet Acceptable Use Policy.

This includes, but is not limited to, pornographic, obscene, harassing, or vulgar images, sounds, music or language, video or other materials, and music video downloads or file sharing.

2. **Care of Computer:** I am responsible for the proper care and maintenance of the laptop computer **AT ALL TIMES**. I will make arrangements to ensure that the laptop computer travels safely between school and home (when given permission) including ensuring that it is always carried in a backpack or protective case. I will ensure that my student is exercising proper care and maintenance of his/her laptop computer. Student is not to leave his/her laptop computer unattended unless it is properly stored in a secure place. Students will keep the laptop computer lid fully closed whenever it is moved from one point to another. Students will ensure that the laptop is safely transported to and from school (when given permission) and while at school during passing and non-use times. I will not write on or place any type of adhesive stickers or labels to the laptop.

3. **Battery Charging:** It is the students responsibility to ensure that their laptops are plugged into the charging station at the end of the day so that they have a fully charged laptop each day. Students who fail to do this will not be given a supplemental laptop and this may cause them to fall behind on classroom assignments.

4. **Care of Files:** Student is responsible for backing up his/her own files. Files may be stored in three locations: the local hard drive on the laptop, Google Drive, and a purchased thumb drive.

5. **Download of Programs and Materials:** Students may not download any programs, software, or materials.

6. Inspection by School Officials The student laptop and all files are property of New Bloomfield School District and are subject for inspection by School District staff and parent-guardian upon request. This includes providing access to all messages sent or received through any Internet service provider.

7. Use of New Bloomfield School District Gmail Account: Students will be provided with a School Gmail account that will allow them to utilize communication with teachers, Google Apps, and Google Docs as part of their learning experience.

8. Damage to Laptops: Any damage to laptops that is not covered by the Accidental Damage Protection policy may result in compensation for damages by the student's family if the damage is deemed a result of student carelessness or violation of the provisions provided in this contract. Compensation will be deemed as 50% of the cost of the repair not to exceed \$100.00. If any of the above policies or responsibilities is not adhered to, student's computer privileges and access to the laptop computer may be suspended until it is deemed appropriate for reinstatement. This will be at the discretion of the building administration in collaboration with classroom teachers.

Please sign below and return to the office.

I have read and agree to abide by all conditions stated in this contract.

Student Name (Print): _____

Student Signature: _____

Parent Signature: _____