

Harrison County School District

1:1 Computer Use Agreement, Procedures & Information

2020 – 2021

Overview

Harrison County School District is pleased to offer the Computer Use Agreement for the current school year. Funding for these devices was provided through the Equity in Distance Learning Act. This agreement is made effective upon receipt of computer, between the Harrison County School District, the student receiving the device and his/her parent(s) or legal guardian.

The focus of the Dell Laptop 1:1 Program is to empower learners to become fully active participants in a global technology-driven society. Through this program, students will acquire technological and critical thinking skills and will develop a sense of personal and social responsibility. This 1:1 program will help students to realize that teaching and learning can occur anywhere, anytime.

Ownership

Harrison County School District retains sole right of possession of the Dell Laptops and lends the devices to all (K – 12) students during the academic year for **educational purposes only**. Harrison County School District administrative staff and faculty retain the right to collect and/or inspect the laptops at any time, including via electronic remote access and to alter, add or delete installed software or hardware. All Harrison County School District policies apply to the use of devices.

The student and parent(s) hereby agree to the following:

Before a laptop will be issued to a student, all parents/guardians are required to read and sign the Harrison County School District 1:1 Computer Use Agreement. Students must also participate in training on proper care of equipment and Digital Citizenship lessons. The classroom teacher will deliver these lessons.

Student Responsibility: Students must keep the computer in a secure location (i.e. in a secure place where others do not have access). Devices must not be left unattended.

Computer inventory tags prevent theft and help to return lost or stolen items. The removal of an asset tag implies the equipment was tampered with or stolen. Therefore, asset tags must stay intact.

Educational Use: School-issued computers should be used for educational purposes, and students are always to adhere to the Acceptable Use Policy and all administrative procedures. Any student violating policy (misuse and/or misconduct), disciplinary action will be administered according to the student handbook.

Student Name: _____

Grade: _____

Student Privacy: The school or district technology department may, without prior notice or consent, log, supervise, access, view, monitor, and tracking use of student computers at any time for any reason. By using this device, students and parents/guardians agree to such access, monitoring, and tracking of their use.

Monitoring Software: The school district's technology staff and administrators may use monitoring software that allows them to view any activity on student computers in school and off campus.

Care of Equipment: General precautions must be made to ensure a working computer. They include keeping all food and drink away from your laptop, never carrying your laptop with the screen open, charging and shutting down your computer every day, carefully inserting all cords into the computer, and never subjecting your laptop to extreme heat or cold. If the screen becomes dirty, clean it with a soft, dry cloth or with screen cleaner safe for LCD screens. Never touch the computer screen with a pencil or pen.

School-owned laptops should NEVER be taken to an outside computer service for any type of repairs or maintenance. An example of an outside computer service is Geek Squad.

Never leave/store your laptop in a vehicle, since it is not secure and extreme temperatures can cause damage.

The protective case must always be on the computer.

Always keep magnetic devices away from the laptop.

Markings, stickers, or other decorations to the physical computer itself or the case are prohibited.

Do not use the screen to trace images onto paper.

Asset (inventory) tags should not be modified or tampered with in anyway.

Students will be assigned the same computer each school year while enrolled at the same campus. Take good care of it!

Content Filter: Harrison County School District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All computers will have all Internet activity protected and monitored by the school while on and off campus.

Actions Required in the Event of Damage or Loss: In the event the computer is damaged, lost or stolen, students are to report the problem immediately to the device facilitator, school librarian. If the computer is stolen or vandalized while outside of school, the parent shall file a police report along with reporting it to school authorities. In cases of theft or disappearance, a police report must accompany the claim before a replacement laptop can be issued.

Student Name: _____

Grade: _____

Fees: The following fees may be charged to the parent for misuse of equipment, lost/stolen device:

Lost/Stolen Device: a minimum of \$250.00 – a maximum of full replacement cost

Lost/Damaged Charger: \$25.00

Damage to Screen: \$50.00

Missing or Broken Key(s): \$50.00

Damage to Camera: \$25.00

Damage to Ports: \$50.00

Damage to Case: \$25.00

Transferring/Withdrawing: Students that transfer out of or withdraw from any campus of the Harrison County School District must turn in their laptop to school personnel on their last day of attendance. Failure to do so will result in the parent/guardian being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Returning the device: At the end of the school year, before the last week of school or whenever requested by the school administration, students will turn in their laptops and all peripherals and accessories. Senior students must return their device in order to participate in the graduation ceremony.

The Acceptable Use Policy can be found by visiting the Harrison County School District's website, www.harrison.k12.ms.us. Click on the Technology Help Desk Portal.

Quick Links

PARENT-TEACHER-STUDENT



VIRTUAL LEARNING &
TECHNOLOGY HELP DESK
PORTAL

Student Name: _____

Grade: _____

Choose one of the following options:

Option 1: I have read and understand Harrison County School District's 1:1 Computer Use Agreement and agree to the terms thereof. Schools will keep the signed agreement on file.

Parent/Guardian Signature: _____

Parent/Guardian (Print Name): _____

Date: _____

The following fees may be charged to the parent for misuse of equipment, lost/stolen device:

Parents/Guardian must initial each line.

_____ Lost/Stolen Device: a minimum of \$250.00 – a maximum of full replacement cost

_____ Lost/Damaged Charger: \$25.00

_____ Damage to Screen: \$50.00

_____ Missing or Broken Key(s): \$50.00

_____ Damage to Camera: \$25.00

_____ Damage to Ports: \$50.00

_____ Damage to Case: \$25.00

Property Code: _____

Serial Number: _____

Option 2: I have read and understand Harrison County School District's 1:1 Computer Use Agreement, and I am **opting out**.

Parent/Guardian Signature: _____

Parent/Guardian (Print Name): _____

Date: _____

Student Name: _____

Grade: _____

Student Pledge for Computer Use:

- I will take good care of the laptop.
- I will bring my laptop to school each day or as required by my teacher(s).
- I will never leave the laptop unattended in an unsupervised or unsecure location.
- I will never loan my computer to other individuals.
- I will know where my computer is at all times.
- I will charge my laptop at home nightly.
- I will keep food and beverages away from the laptop.
- I will not disassemble any part of my laptop or attempt any repairs.
- I will always keep the protective case on the laptop.
- I will adhere to the District Acceptable Use of Technology Policy.
- I will not place decorations (stickers, markings, etc.) on the Harrison County School District laptop or case.
- I will not damage or remove the asset (inventory) tag.
- I understand that the laptop issued to me is subject to inspection at any time without notice and remains the property of Harrison County School District.
- I accept full responsibility for all damage or loss caused by neglect or abuse.
- I agree to return the Harrison County School District's laptop, case, and charger in good working condition.

Student Signature: _____

Student (Print Name): _____

Date: _____

Parent/Guardian Signature: _____

Parent/Guardian (Print Name): _____

Phone Number _____ E-mail Address _____

Date: _____