

# Clayton Ridge Community School District

## Student/Staff Laptop Program Acknowledgement & Responsible Use Form 6-12



<p><i>All requirements must be read with initials and signatures included prior to receiving your assigned laptop computer. Be sure to read the entire Computer Use Agreement before signing this acknowledgement form.</i></p>	Student Initial	Parent /Staff Initial
I have read the Computer Use Agreement and agree to the conditions stated. (1.0-9)		
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 laptop, external hard-drive, flash drive, Google Drive or file server. (1.4, 4.2)		
I will not leave my laptop unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my laptop become lost or stolen due to "gross negligence" as determined by administration. (2.2, 2.3, 2.4, 4.2)		
I understand that my family is financially responsible for up to full cost if damage occurs to the laptop. (2.2, 4.1)		
I will not install or use file-sharing programs to download or stream music, video or other media. (3.3) (8.3)		
I will not duplicate or distribute copyrighted materials other than a backup copy of those items I legally own. (3.5)		
I will keep the laptop lid fully closed whenever it is moved from one point to another, (4.2,)		
I will read and follow general maintenance alerts from school technology personnel. (4.2)		
I agree to promptly report any problems to the Technology Coordinator, Technology Instructional Facilitator or Building Principals immediately. (4.3)		
I agree to allow teachers or activity sponsors and students under the teacher's or activity sponsor's supervision to record me in my involvement in classroom or school activities for the purpose of improving and publicizing Clayton Ridge Community School Districts curricular and extracurricular programs according to school board policy. (6.0)		
Users understand that information stored and transmitted either synchronously (real-time or streaming) or asynchronously (delayed, e.g. email messages, message boards, etc.) including but not limited to; documents, video, pictures, chat logs, social networks, Web 2.0 tools (e.g. blogs, wikis, etc.) and music on the district's web servers, networking system, laptop computers, stationary computers or iPads are <b>not considered private at any time and are subject to monitoring by school officials.</b> (1.1, 3.1, 6.1,7.2, 8.6)		
I will comply with the responsible use and conduct rules and regulations related to internet, email, and computer safety and understand my laptop computer or computer privileges may be revoked temporarily or permanently for inappropriate student conduct occurring on or off school property at any time. (7.3, 8.1-8.7, 9)		
I will keep my computer fully charged at home before bringing it to school each day and store charger in the recommended manner. (6th graders keep computer charged at school.) (4.8)		
I will not place marks or adhesive labels on the laptop or carrying bag. (4.4)		

I will not attempt to clean the computer screen, keys, or computer case on my own without guidance from Technology Coordinator, Technology Instructional Facilitator or Building Principals. (4.6)		
I understand Clayton Ridge CSD will comply with the Federal Trade Commission's Children's Online Privacy Protection Act for students under the age of 13. RULE SUMMARY: COPPA imposes certain requirements on operators of websites or online services directed to children under 13 years of age, and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age.		
The Student and their parents must indicate on the Student Laptop Acknowledgement Form if they wish to prohibit the direct use of video, pictures, or chat logs for school news and professional development of teachers and staff. Place an "X" on the acknowledgement form if the individual does not want their student work, participation in school activities, or special projects shared for the purpose of improving our school and public relations. The Student and guardian initials to approve your work/activities for professional development and public relations. (6.2)		
I have read the Equipment Lending Agreement, which gives students permission to check out other equipment, such as iPads, digital still and video cameras, and agree to those conditions; put an "X" if you decline and therefore will not use this equipment. Use your initials to approve lending of equipment for school use. (5.1, 5.2)		

*Please sign below for agreement to participate in the 1:1 laptop computer program (24/7 use during the school year).*

Student Name (printed clearly) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (printed clearly) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

*If for some reason you choose not to receive a laptop at this time, please sign below. My signature below indicates that I have read and understand the Clayton Ridge Community School District Computer Use Agreement and choose **NOT** to receive a 1:1 laptop at this time.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



*This completed and signed form is a mandatory requirement for the assigning and issuing of a Clayton Ridge Community School District laptop computer. It must be filed prior to the issuing and assigning of a computer. Students will not receive their laptops until your building principal or the principal's designee received a signed form. If the individual chooses not to participate in the 1:1 laptop computer program the student is still required to abide by the listed expectations on the Computer User Agreement while on school campus and using school issued equipment.*

*Updated 4/2018*