

**CLARKSVILLE COMMUNITY SCHOOL CORPORATION
CLARKSVILLE MIDDLE SCHOOL
LAPTOP USE AGREEMENT**

Please read this entire section carefully.

This agreement is made effective upon receipt of a laptop, between The Clarksville Community School Corporation (“CCSC”), the student receiving a laptop (“Student”), and his/her parent(s) or legal guardian (“Parent”). The Student and Parent(s), in consideration of being provided with a laptop, software, and related materials for use while a student at CCSC, hereby agree as follows:

1. Equipment:

1.1 Ownership: CCSC retains sole right of possession of the laptop and grants permission to the Student to use the laptop according to the guidelines set forth in this document. The laptop is the property of CCSC and must be returned at the end of each school year. Moreover, CCSC administrative staff retains the right to collect and/or inspect the laptop 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 laptop configurations the same within each school. All systems include ample RAM, hard-disk space, Office software, and wireless network capability. CCSC will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment: In the event the laptop is inoperable, CCSC has a limited number of spares for use while the laptop is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a laptop or to avoid using the laptop due to loss or damage. Students will be asked to charge their laptops at the end of the each school day. If a student’s battery no longer holds a charge, the student should report it to the technology department, and CCSC will replace it at no cost to the student if there is no apparent accidental damage.

1.4 Responsibility for Electronic Data: It is the sole responsibility of the Student to backup necessary data. CCSC will provide network storage, accessible within the laptop. Students are also encourage to use a flash drives for personal storage and backup files often. Flash drives are available at a nominal fee in the CMS bookstore.

1.5 Responsibility for Installed Software: The Student may not install or uninstall any software to the laptop without prior approval from the Technology Director. Operating System and Application updates will be run from a central location.

2. Damage or Loss of Equipment:

2.1 Warranty for Equipment Malfunction: CCSC agrees to cover damage to the laptop caused by manufacturer's defects.

2.2 Responsibility for Damage: The Student is responsible for maintaining a 100% working laptop at all times. The Student shall use reasonable care to ensure that the laptop is not damaged. Refer to the *Standards for Proper Care* document, for a description of expected care. In the event of damage not covered by the warranty, CCSC reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to negligence, accidental damage, loss, or theft.

Examples of negligence include, but are not limited to:

- Damage or theft which occurs when the equipment is unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the *Standards for Proper Care* document for definitions of "attended," "unattended," and "locked.")
- Damage or theft which occurs when lending equipment to others others.
- Damage or theft which occurs when using equipment in an unsafe environment.
- Damage or theft which occurs using the equipment in an unsafe manner. (See the *Standards for Proper Care* document for guidelines of proper use).
- Examples of accidental damage include, but are not limited to:
 - a) Dropping the laptop or causing it to fall from desk, table, etc. or bumping the laptop against a wall, locker, or other object resulting in damage.
 - b) Spilling any food, drink, or other substance or liquid on the laptop resulting in damage to the laptop components.
 - c) Damage that may have been caused by accidental tripping or falling, or physical interaction, horseplay, or altercation with another student (Any damage caused by another student should be reported to the building administration as soon as possible for investigation and determination of responsibility for damage)

The technology director and or building administrator will provide, by mail or hand, the student/parent a Laptop Repair Notification to inform the student and parent that the laptop had apparent damage and has been sent to repair. **Repair costs due to negligence shall be the responsibility of the parent and the student.**

2.3 Responsibility for Loss or Theft: In the event the laptop is lost or stolen, the student and parent will be billed the full cost of replacement.

2.4 Actions Required in the Event of Damage or Loss: Report the problem **immediately** to the technology director and to the building administrator for investigation. If the laptop is stolen or vandalized while not at CCSC or at an CCSC sponsored event, the Parent shall file a police report.

2.5 Technical Support and Repair: CCSC will provide technical support, and maintenance and repair services. Any attempt to repair outside of CCSC may result in the Student and Parent being charged the full replacement cost.

3. Legal and Ethical Use Policies:

3.1 Monitoring: To assure compliance with CCSC's Technology Use Agreement, technicians may monitor logins and files as needed.

3.2 Legal and Ethical Use: All aspects of CCSC's Technology Use Agreement will remain in effect. CCSC will provide content filtering within the CCSC network and outside of the network. However, CCSC does not have full control of the information on the Internet or incoming email from a non-CCSC email provider.

3.3 File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. Filesharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others 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 may seek prior approval from the Technology Director

3.4 Allowable Customizations: The Student *is permitted* to alter or add files to customize the assigned laptop to their own working styles (i.e., wallpaper, default fonts, and other system enhancements). However, CCSC reserves the right to ensure all customizations follow the Acceptable Use Guidelines and may periodically conduct maintenance that may configure the laptop back to the originally installed state. **No stickers or tape should be used to "decorate" the laptop surfaces as these are often difficult to remove and may result in billable damage.**

(Print Student Name)

(Student Signature)

(Date)

(Print Parent/Guardian Name)

(Parent/Guardian Signature)

(Date)