

Contract for Lenovo Laptop Usage ***Archbishop Rummel High School***

As the proprietor of a school-issued laptop, I agree to follow the rules and polices in all of my work with my school-issued laptop while attending Archbishop Rummel High School.

1. The student is required to bring his laptop to school each day with a fully charged battery. The student will not be given a loaner laptop if he leaves his laptop at home. He will be required to complete assignments using alternate means (as determined by the teacher). He will receive disciplinary referral from his teacher for repeatedly neglecting to bring the laptop to class.
2. The student must transport his laptop in the provided carry case. At no time is the student allowed to walk around campus with his laptop outside of the case.
3. The student must obtain teacher permission before using a laptop during classroom instruction. The use of the laptop must support the instructional activities currently occurring in each classroom and lab. Laptop sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. The student must turn off and put away the laptop when requested by a teacher. The student should never use another student's laptop.
4. The student must use his laptop in an educational manner throughout the day. At no time should the student play recreational games or listen to music stored on his laptop.
5. When on campus, the laptop will automatically connect to the school network. At no time should the student attempt to connect to an outside, neighborhood network. In addition, the student should not tether his laptop using his cell phone.
6. The student is responsible for his own laptop. He must keep his laptop with him or secured in his locker at all times. Students involved in after-school activities need to insure that their laptops are secure. The student must notify the school immediately if his laptop is missing. If the laptop is lost, Archbishop Rummel High School will require a parent conference to determine if there was negligence in the loss of the laptop. Unsupervised laptops will be confiscated and disciplinary actions will be taken.
7. Each laptop has several identifying labels (serial number, MAC id, etc). Under no circumstances is the student allowed to modify or destroy these labels. The student cannot deface his laptop with names or graffiti. The student may not add any labels or stickers to the laptop.
8. The student must not attempt to alter the hardware configuration of the laptop. This includes removing screws or latches to access the inside components of the laptop.
9. The student must not delete any folders or files that he did not create or does not recognize. Deletion of files could result in a computer failure and will interfere with the student's ability to complete class work.

10. The student may not change the background image of his laptop at any time under any circumstance.
11. The student must receive permission from the Student Laptop Coordinator before installing any programs on the school-issued laptop. It is the student's responsibility to obtain an external optical drive if the approved software is located on a CD or DVD.
12. The student's laptop is subject to routine monitoring by teachers, administrators, and technology staff. Archbishop Rummel High School reserves the right to examine all data stored on the laptop to ensure that the student's data is in compliance with all school regulations.
13. The student may use his laptop before school, at lunch, and after school **in the library or an adult supervised classrooms only**. The student is not allowed to use his laptop in the Raider Room, the cafeteria, outside the building, and anywhere else where food and/or drink are present. The laptop must be used for educational purposes during these times. If an adult asks the student to put his laptop away because of games or other non-instructional activities during these times, the student must comply.
14. The student will not make unauthorized copies of software and will not give, lend, or sell copies of software to others.
15. The student will protect the privacy of others' work. The student will not:
 - a. try to learn another user's password
 - b. copy, change, read, or use files from another user without prior permission from that user
 - c. attempt to gain unauthorized access to system programs for computer equipment
 - d. use computer systems to disturb or harass other computer users or use inappropriate language in communications
16. The student may save information and files on the laptop's internal hard drive. However, it is the student's responsibility to back up all data regularly on a flash drive or external hard drive. Lost or unintentionally deleted files are not acceptable reasons for missed assignments.
17. The student will report any technical difficulties to the Technology Help Desk. The Technical Support Team will determine whether the laptop can be repaired onsite or if a loaner should be issued.
 - a. The Technology Help Desk is located in the administration hallway and is open from 7:00 a.m. until 3:30 p.m. Students needing technical help may seek it before school, after school, or during lunch. The Technology Support Team will not provide tardy excuses to students who are at the Technology Help Desk when they belong in class.
 - b. The student must seek help as soon as a laptop problem surfaces. Unresolved problems can magnify support issues and cause additional problems to develop.

- c. The student is expected to be an active participant in problem resolution. He must run school-supplied disk cleanup applications and delete both cookies and temporary Internet files before seeking help. The Technology Help Desk support person may direct the student to perform other diagnostic tests.
- d. The student must return to the Technology Help Desk within three days of being informed that his laptop is fixed or needed parts have arrived. After three days, the Help Desk will disable the student's account until he returns to the Technology Help Desk to resolve the problem.
- e. Major tablet components are covered by warranty. Warranty coverage does not include damage that is intentional or the result of accident, neglect or misuse. There is no cost to the user for warranty repairs. The warranty does not cover the stylus or cosmetic damage. The student is responsible for the full cost of replacing these items, if needed.
- f. The student is responsible for the costs of all repairs that are not covered by the warranty. The student is responsible for the out-of-pocket cost for replacing a stolen laptop. It is recommended that the student provide coverage through his homeowners' insurance policy. It is the student's responsibility to report a theft as soon as possible to the Student Laptop Coordinator. A parent or guardian will be contacted before a replacement laptop is issued.
- g. As a courtesy, the Technical Support Team posts instructions on setting up home networks. It does not provide technical support or troubleshoot individual home computers or network problems.

18. Violation of any of the procedures addressed in this document will result in disciplinary action. The laptop will be removed from the student for the following violations:

- a. Removal of labels from laptop or placing unauthorized labels/stickers on laptop
 - i. 1st offense – 2 days loss of full laptop privileges
 - ii. 2nd offense – 5 days loss of full laptop privileges
 - iii. 3rd offense – loss of full laptop privileges for rest of school year and disciplinary action
- b. Unattended computers
 - i. 1st offense – 2 days loss of full laptop privileges
 - ii. 2nd offense – 5 days loss of full laptop privileges
 - iii. 3rd offense – loss of full laptop privileges for rest of school year and disciplinary action
- c. Use of chat rooms, e-mail, games without permission during class
 - i. 1st offense – 2 days loss of full laptop privileges
 - ii. 2nd offense – 5 days loss of full laptop privileges
 - iii. 3rd offense – loss of full laptop privileges for rest of school year and disciplinary action
- d. Use of inappropriate language, offensive messages or pictures, harassment, insults, threats, or attacks on others
 - i. 1st offense – 5 days loss of full laptop privileges and disciplinary action
 - ii. 2nd offense – 1 month loss of full laptop privileges and disciplinary action
 - iii. 3rd offense – loss of full laptop privileges for rest of school year and disciplinary action
- e. Downloading or distributing of computer programs and games (executables), MP3's, copyrighted material, peer to peer software or any programs not supported by Archbishop Rummel High School

- i. 1st offense – 1 month loss of full laptop privileges and disciplinary action
 - ii. 2nd offense – loss of full laptop privileges for rest of school year and disciplinary action
 - f. Altering the hardware configuration of the laptop by removing screws and latches to access the inside components of the laptop
 - i. 1st offense – 1 month loss of full laptop privileges and disciplinary action
 - ii. 2nd offense – loss of full laptop privileges for rest of school year and disciplinary action
 - g. Revealing your password to another user; using another user's password to gain access to the network, Internet, or laptop; trespassing unto another user's files; using another student's laptop; defacing laptops with names or graffiti
 - i. 1st offense – 1 month loss of full laptop privileges and disciplinary action
 - ii. 2nd offense – loss of full laptop privileges for rest of school year and disciplinary action
 - h. Intentional damage to computers, computer systems or network, or other acts of vandalism or visiting pornography sites
 - i. 1st offense – loss of full laptop privileges for rest of school year and disciplinary action
- 19. The institution has the right to restrict or terminate network and Internet access at any time to protect the integrity of the network or prevent misuse.
- 20. **Any student whose laptop has been confiscated will not be allowed to borrow a school loaner laptop or use another student's laptop. The school reserves the right to institute additional disciplinary consequences or monetary fines should it be deemed necessary.**