



**Student/Parent  
Laptop Handbook  
2017-2018**

## **Grades 7-12 Laptop Initiative**

### **TERMS OF THE LAPTOP INITIATIVE**

#### **Terms**

A nonrefundable annual use and maintenance fee of \$50.00 is required to be paid before taking the laptop off of school property. You will comply at all times with Ayersville Local School District's Student/Parent Laptop Handbook and Acceptable Use Policy. **Any failure to comply may terminate your rights of possession effectively immediately and the District may repossess the property.**

#### **Title**

Legal title to the property is with the District and shall at all times remain with the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Student/Parent Laptop Handbook.

#### **Loss or Damage**

If the property is damaged or lost, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss of the property must be reported to the District by the next school day after the occurrence. A table of estimated pricing for a variety of repairs is included in the Student/Parent Laptop Handbook. Seniors must clear all records and pay all fees before participating in graduation ceremonies.

#### **Repossession**

If you do not timely and fully comply with all terms of this Agreement and the Student/Parent Laptop Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

#### **Term of Agreement**

Your right to use and possession of the property terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

#### **Appropriation**

Your failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

## **USE AND MAINTENANCE FEE**

Students in grades 7 through 12 will have the opportunity to take the district laptop home throughout the school year.

- Students will pay a non-refundable annual use and maintenance fee of \$50. This fee is not pro-rated and remains the same amount regardless of when the student begins taking the laptop home.
  - Students who do not pay the laptop fee in full, are required to check the laptop out of the library at the beginning of the day and return the laptop by the 3pm bell.
- In case of theft, vandalism, and other criminal acts, the student or parent **MUST** file a police report within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school.
- If the laptop is stolen and the student reports the theft, by the next school day, and filed a police report, then the student will be responsible for \$250 for the replacement cost instead of the Fair Market Value.
- If the laptop is lost, students/parents are responsible to pay for the Fair Market Value to replace the laptop. (see Fair Market Value chart)
- Student will be charged the full price of the laptop if deliberately damaged or vandalized.
- Seniors must clear all records and pay all fees before participating in graduation.
- Students/Parents are responsible for reasonable cost of repair for damaged laptops that are not covered by the manufacturer warranty. (See Estimated Repair Pricing chart)
- Parents/Guardians are encouraged to check with their home or renter insurance to inquire about adding the laptop to their policy. This can usually be done without a deductible and at less than the cost of a repair.

**FAIR MARKET VALUE\***

<i>Age of Laptop</i>	<i>Value</i>
1 year or less	\$999
2 years	\$899
3 years	\$750
4 years	\$625

**ESTIMATED REPAIR PRICING\***

<i>Repair</i>	<i>Loss, Deliberate Damage or Neglect</i>	<i>Accidental Damage / Normal Wear</i>
Broken Screen (LCD)	\$356	---
Keyboard	\$139	---
Power Adapter and Cord	\$79	---
Battery	\$125	---
Laptop Case	\$56	Covered
Laptop Strap	\$8	Covered

**\* Denotes these prices are subject to change based on manufacturer's pricing.**

The costs of any other parts needed for repairs will be based on manufacturer's current price list.

## **FINANCIAL HARDSHIP**

Based on Ohio Revised Code, the school district may require payment of a reasonable fee, not to exceed the actual annual maintenance cost for the use of the laptop computer owned or leased by the District.

If this fee creates a financial hardship on the student or parent, please contact the school administration for available options.

Upon proof of financial hardship, the administration may elect to:

- Create a payment plan for the student to pay out fees over time.

## **USE OF COMPUTERS AND LAPTOPS ON THE NETWORK**

Ayersville Local School District is committed to the importance of a student being able to continue with their work when his/her laptop is experiencing problems. To assist with this problem the District is providing the following:

### **Google Apps for Education (GSuite)**

Many classes have online assignments posted on Google Classroom, which can be accessed through any computer with Internet access. Students should save important items on their GSuite account, these files can be accessed from most computers with Internet access. Talk with your son/daughter's teachers about the availability of coursework and assignments in Google Classroom.

Google Apps can be accessed at <http://docs.ayersvillepilots.org>

### **Student Loaner Computers**

The Technology Department maintains a loaner pool for students to borrow while their laptop is being repaired. They will be able to access their saved work on their GSuite account.

### **Internet Filter**

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked by an internet filter while students are logged on to the District network, and at home. Students are in violation of district policy if they attempt to circumvent the filter through proxy servers, installing software apps, or editing computer settings.

## **GENERAL LAPTOP RULES**

### **Student Responsibility**

- Do not leave the laptop unattended.
- Do not tell other students your password.
- Do not remove the laptop from the laptop bag.
- Do not place drinks or food in close proximity to your laptop.
- Students are required to bring the laptop to school everyday, in the school issued laptop bag.
- Students are required to charge the laptop at home before coming to school. Power outlets may not be available during the school day.
- Students at no time will vandalize or deface the Device (by using stickers, markers or other items or removing any manufacturer or district labeling).

### **Inappropriate Content**

- Inappropriate media may not be used as a screensaver or wallpaper.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures, etc. are prohibited.

### **Deleting Files**

- Do not delete any system folders or files
- Deletion of system files could result in a computer failure and will interfere with your ability to complete class work.

### **No Loaning or Borrowing Laptops**

- Do not loan laptops to other students.
- Do not borrow a laptop from other students.
- Do not share usernames or passwords.

### **Transporting Laptops**

- **Laptops MUST be transported in the District issued laptop case at all times.** Students should contact the Technology Department if their bag becomes torn, damaged, or lost.
- To prevent drive damage, laptops should be put to Sleep between classes.
- Do not overstuff the laptop bag. Any damage to the laptop or bag due to overstuffing will be handled as abuse, is not subject to warranty repair, and the student will be held responsible for the full cost of repair.

### **Laptop Warranty**

- Warranty claims are at the discretion of the laptop manufacturer and not the District. Students are required to pay for all non-warranty damages.
- Missing keys are not covered under the laptop warranty; students who are found to have more than 5 missing keys may be charged for a new keyboard.

#### ***Examples of Warranty and Non-Warranty issues:***

<b><i>Covered under Manufacturer's Warranty</i></b>	<b><i>Not Covered, Student is Responsible for charges</i></b>
Hard drive failure	Hard drive failure after laptop is dropped
Screen backlight burns out	Screen is visibly broken, cracked or shattered
Sound stops working	Liquid spilled on keyboard
Properly cared for power cord no longer charges laptop	Power cord is twisted and severely kinked from not being stored properly and no longer charges laptop
System board failure	Laptop is dropped, physical damage to casing and the unit will not turn on

### **Unauthorized Access**

Access to another person's account or computer without their consent or knowledge, or attempting to access the Ayersville Local Schools network restricted areas is considered hacking and is unacceptable behavior subject to disciplinary action.

## STUDENT'S AGREEMENT

***Every student, regardless of age, must read and sign below:***

I have read, understand and agree to abide by the terms of the Student/Parent Laptop Handbook. Should I commit any violation or in any way misuse my access to the School District's computer equipment, network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

\_\_\_\_\_  
Student Name (PRINT CLEARLY)

\_\_\_\_\_  
Home Phone

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeroom Teacher (If applicable)

\_\_\_\_\_  
Grade          Lunch Number

User (place an "X" in the correct blank): I am 18 or older \_\_\_\_ I am under 18 \_\_\_\_

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.



## PARENT'S OR GUARDIAN'S AGREEMENT

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Student's name

Grade

Student ID

***To be read and signed by parents or guardians of students who are under 18:***

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the School District's Student/Parent Laptop Handbook for the student's access to the School District's computer equipment, network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy.

I am therefore signing this Policy and agree to indemnify and hold harmless the School, the School District and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting.

I hereby give permission for my child or ward to use the building-approved account to access the School District's computer network and the Internet.

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Parent or Guardian name(s) (PRINT CLEARLY)

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Home phone

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Parent or Guardian signature(s)

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Date

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Address

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Parent or Guardian name(s) (PRINT CLEARLY)

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Home phone

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Parent or Guardian signature(s)

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Date

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Address