



STUDENT & PARENT/GUARDIAN LAPTOP AGREEMENT

The laptop issued to each student is the property of the Wakulla County School District. It is provided to support the learning objectives of the district and is intended for educational purposes only. The use of this laptop is a privilege and not a right. Repeated misuse may result in disciplinary actions including loss of laptop privilege. The laptop will be returned to the district by the end of the school year (or sooner if the student withdraws from the district), or at any time the laptop is requested by the district.

This form must be read, agreed, and signed by both the student and parent/guardian before a laptop will be issued. Please bring the signed agreement with you during the designated pickup time(s) at your school.

NO LAPTOP WILL BE ISSUED WITHOUT A SIGNED AGREEMENT

STUDENT AGREEMENT

- You are being provided one laptop and power cable for educational use during this school year. By accepting this laptop, you agree to and understand the following:

I WILL:

- ✓ Bring the laptop to school fully charged each day.
- ✓ Use the laptop for educational purposes only.
- ✓ Notify school administration immediately if the laptop has been lost, stolen, or damaged.
- ✓ Strive to be a responsible digital citizen.
- ✓ Keep the laptop secure at all times.
- ✓ Return the laptop to the district at any time upon request.

I WILL NOT:

- ✓ Attempt to install software, or make any system modifications on the laptop.
- ✓ Intentionally damage the laptop.
- ✓ Attempt to repair the laptop myself.
- ✓ Leave the laptop in an unsecure location.
- ✓ Decorate the laptop with stickers, writing or other markings.
- ✓ Peel off or remove school supplied asset tags or identification labels.
- ✓ Use the laptop for purposes unrelated to educational purposes.
- ✓ Use the laptop to harass, intimidate, ridicule, or harm others.
- ✓ Give out personal information online.
- ✓ Search for, possess, read, view or copy inappropriate pictures or information.
- ✓ Loan the laptop to anyone else.

I UNDERSTAND:

- ✓ I am responsible for the security of the laptop.
- ✓ My work can be lost and I should be careful to back up important work.

- ✓ The use of this computer is a privilege and not a right.
- ✓ School personnel and administration have full authority over the laptop.
- ✓ If the laptop is lost, stolen, damaged, or not returned upon request, I may be responsible for reimbursing the school district for the price of repairs or replacement (see attached price estimations).

PARENT/GUARDIAN AGREEMENT:

- Your student is being provided one laptop and power cable for educational use during the school year. By accepting this laptop, you agree to and understand the following:

YOU WILL:

- ✓ Supervise your student’s use of the school issued laptop at home.
- ✓ Discuss your family’s values and expectations regarding the use of the Internet and email at home and will supervise your student’s use of the Internet and email.
- ✓ Discuss the importance of bringing the laptop to school each day, charged and ready to go.
- ✓ Report any problems with the laptop to the school, or instruct your student to do so.
- ✓ Make sure that your student returns the laptop at the end of the school year, or at any time upon request.
- ✓ Make sure your student uses the laptop for educational purposes only while at home.
- ✓ Discuss the importance of keeping the laptop secure at all times.

YOU WILL NOT:

- ✓ Attempt to repair the laptop yourself, or take the laptop to a computer repair shop to be repaired.
- ✓ Attempt to install software, or make any system modifications on the laptop.
- ✓ Let your student loan the laptop to anyone else.

YOU UNDERSTAND:

- ✓ That if my student does not come to school with their laptop, they may not be able to participate in classroom activities, and their grade may be affected.
- ✓ If the laptop is lost, stolen, damaged, or not returned upon request, you may be responsible for reimbursing the school district for the price of repairs or replacement (see attached price estimations).
- ✓ That the laptop must be returned at the end of the school year, or you may be responsible for reimbursing the school district for the price of the laptop (see attached price estimations).
- ✓ That no website filtering system is perfect. While Wakulla County Schools does their best to filter inappropriate websites, we strongly urge parents/guardians to supervise their student’s use of the internet while at home.

STUDENT: I have read, understand, and agree to abide by the terms of this agreement.

Printed Name: _____

Student ID: _____

Signature: _____

Date: _____

PARENT/GUARDIAN: I have read, understand, and agree to abide by the terms of this agreement.

Printed Name: _____

Student’s Name: _____

Signature: _____

Date: _____

LAPTOP REPAIR AND REPLACEMENT ESTIMATIONS

The Wakulla County School District fully understands that things like accidental damage, loss, and theft of laptops are likely to occur. As such, we are willing to work with our students and parents to the best of our ability when these types of events occur. However, in order to establish a baseline of accountability, an estimation of possible fees is outlined below. Please keep in mind that it is impossible to outline every possible scenario, and every case may be different.

- If your laptop is unintentionally damaged (i.e. accidentally dropped, or a drink spilled on it, etc.), please notify School Administration as soon as possible. If it is outside school hours, please notify School Administration the next school day. After the initial report we will assess the damage, and determine the possibility of successful repair. Depending on the circumstance, you may be charged **UP TO \$100.00** for the cost of the repair.
 - If it is determined that the damage was intentional, you may be charged for a **FULL LAPTOP REPLACEMENT** (see below)
- If your laptop is stolen, please notify School Administration as soon as possible. If it is outside school hours, please notify School Administration the next school day.
 - If you also file a police report about the theft, we will work with you the best we can about replacement cost, but at a discounted price.
 - If you do not file a police report about the theft, you may be charged for a **FULL LAPTOP REPLACEMENT** (see below)
- If you lose your laptop, please notify School Administration as soon as possible. If it is outside school hours, please notify School Administration the next school day. As per the agreement, the laptop issued to you is your responsibility, so if you lose it, you may be charged for a **FULL LAPTOP REPLACEMENT** (see below)
- If you fail to turn in your laptop at the end of the school year as requested, we will work with you to the best of our ability to get the situation resolved. However, if our attempts are unsuccessful, we will have no choice but to consider the laptop missing/stolen, and you may be charged for a **FULL LAPTOP REPLACEMENT** (see below)

FULL LAPTOP REPLACEMENT

- If we determine that you will be charged for a full laptop replacement we will take the following things into consideration before setting a final amount:
 - The age of the laptop, or how long it has been in circulation
 - The situation that lead to the full laptop replacement decision
- It is difficult to estimate an exact amount that could be due, or even a range of amounts. Laptop prices fluctuate, and older laptops may have lesser value than newer laptops based on depreciation. However, currently, the average price for the laptops we are purchasing range in price from **\$350-\$500**. This amount is not set in stone, and could vary based on many circumstances. It is only a very rough estimation.

These scenarios and prices are not all inclusive. Every situation is different and may result in different fees. The Wakulla County School District will attempt to handle every situation as equitably and fairly as possible.