

York Central School District

Student Laptop/Tablet User Agreement

District-owned laptop computers and tablets are the legal property of York Central School and are provided to students for use on school grounds in order to enhance, enrich, and facilitate teaching and learning. Laptop computers and tablets are to be used for school-related business only. Internet activities must be consistent with this purpose.

Because information technology resources are District provided benefits, there can be no expectation of privacy with respect to a student's use of these resources. The District reserves the right to, without notice or consent, access, monitor, and review students' use of information technology resources, including computers whether hardwired, wireless or handheld, hardware, software, files (current or deleted), portable media, portable storage devices, the Internet and email, including attachments. This includes, but is not limited to, accessing stored information, reviewing logs of incoming and outgoing information and messages, as well as the content of that information.

Incidental personal use of laptop computers and tablets must not adversely affect school performance, must not be disruptive of others, must be of limited duration and frequency, should be restricted to matters that cannot be addressed during non-school hours, and must not violate any other provisions of this policy. Incidental use may not jeopardize the safety, security, effectiveness or usefulness of the District's technology resources.

I understand that:

1. I will follow and enforce all the rules and conditions of this User Agreement in addition to the following set of rules. In addition, a currently signed *Acceptable Use Policy* must also be on record.
2. The laptop or tablet has district-standard software/apps installed. Additional district authorized software and educational/professional software may be installed on this computer or device if legal licensing is provided and kept on record in the IT Department, and prior approval from the IT Director, Laptops Coordinator, or administrator is obtained.
 - District-standard software may not be duplicated, transferred or downloaded to any other system or media.
 - The District is not responsible for any service interruptions or loss of data.
 - Any data corruption or configuration errors caused by the installation of unauthorized software/apps may require a complete re-imaging of the laptop or tablet and may result in loss of laptop or tablet privileges and possible disciplinary action.
 - Any unauthorized use or installation of software/apps may result in the loss of laptop or tablet privileges and possible disciplinary action.
3. Antivirus software has been installed and configured for the laptop and will automatically download from an Internet connection. No user interaction is required. Windows Automatic Updates will automatically download from an internet connection and may require a restart.
4. Consent of the IT Director or Laptops Coordinator is required to adjust or alter the laptop or tablet by the addition or deletion of any hardware or accessories.
5. The laptop or tablet may need periodic upgrades, service, or maintenance. As such, the IT Department reserves the right to collect laptops or tablets at any times deemed necessary.
6. I am responsible for the confidentiality and security of identifiable student information or other sensitive data on the laptop or tablet.
7. The laptop or tablet should always be used under my supervision. I will not allow my laptop or tablet to be used by an unknown or unauthorized person. I assume the responsibility for the actions of others who use the laptop or tablet. I will not allow my network user account and password to be used by anybody other than myself.
8. It is my responsibility for the security and care of the laptop or tablet. (see laptop and tablet User Guidelines below)
 - If the laptop or tablet is lost, stolen, or damaged while on or off school property, the incident MUST be reported within 24 hours to the IT Department, administrator, and/or local police.
 - I will assume the full financial responsibility for repair costs or fair market value of the laptop or tablet, as well as its case, accessories or peripherals, if lost, stolen, or damaged.,
9. I must return the laptop or tablet, including case, accessories, and peripherals upon graduation or discontinuing my enrollment at York Central School for any reason.
10. Any violation of this User Agreement may result in the loss of laptop or tablet privileges and possible disciplinary action.

Laptop and Tablet User Guidelines

It is the student's responsibility to keep his/her assigned laptop or tablet secure and protected at all times. Due care should be taken in the handling, transporting, and usage of the laptop or tablet. Improper use or not being aware of safety issues can cause the laptop or tablet irreparable damage. Students must complete a training course before being assigned a laptop or tablet. The student and his/her parent must also sign the form below before being assigned a laptop or tablet.

Other specific guidelines to follow:

- a. Use the carrying cases assigned to you.
- b. Charge the laptop or tablet battery daily by returning it to your assigned charging station.
- c. Secure the laptop or tablet if you are temporarily leaving it unattended.
- d. Be aware that extreme (hot or cold) temperatures will harm the laptop or tablet.
- e. Keep drinks, food, lotions and other harmful materials away from the laptop or tablet.
- f. Clean the laptop or tablet of smudges or dirt on display screen or on any other part of the device.
- g. Inspect and clean the air vents in your laptop as part of your weekly routine.
- h. Operate your laptop on a hard surface, preferably one that allows ventilation.
- i. Unplug any accessories whenever your laptop or tablet is not in use, even for short periods of time, as it uses power unnecessarily and can cause overheating.

District Rights

The District reserves the right to revoke or discontinue laptop or tablet privileges for any or all students at any time, for any or no reason, in its sole discretion.

See also Board Policies 6410, 7315, 8271 and the District's Code of Conduct (all available online at www.yorkcsd.org)

York Central School District Student Laptop/Tablet User Agreement

Please Return to School Office

Name (print): _____ Grade: _____

1st Period Teacher: _____

Home Address: _____

Phone (Home/Cell): _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Signature(s) indicates that you have read and agree to the above agreement and guidelines.

Office Use Only

Student Name: _____ Grade: _____

Laptop Brand or tablet: _____ Asset Tag # _____

Model: _____ Serial Number: _____

Date of Training: _____

Date Taking Equipment: _____

Date Returned Equipment: _____