

NAME: _____ GRADE: _____ DATE: _____

Form B

**Dike-New Hartford Community School District
Student Laptop Program Acknowledgement Form**

<i>All requirements must be read indicated by initials and signatures on this form prior to receiving your assigned laptop computer. Be sure to read the <u>entire</u> Computer Use Agreement before signing this acknowledgement form.</i>	Student Initial	Parent Initial
I have read the Computer Use Agreement Handbook & forms and agree to the conditions stated.		
I understand I am responsible for backing up my own files and that important files should always be stored in at least two locations; such as on the laptop, external hard-drive, CD, flash drive or fileserver.		
I will not leave my laptop unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my laptop become lost or stolen due to "gross negligence" as determined by administration.		
I understand my family is financially responsible for <i>up to</i> full cost if damage occurs to the laptop.		
I understand in the event of damage not covered by the warranty, my family is financially responsible: First incident—up to \$250; Second incident—up to \$500; Third incident –up to full cost of repair or replacement (approximately \$1500).		
I will not install or use file-sharing programs to download music, video or other media.		
I will not duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally own.		
I will keep the laptop lid fully closed whenever it is moved from one point to another in the classroom and in the provided bag with cord in attached bag when moving anywhere outside the classroom.		
I will read and follow general maintenance alerts from school technology personnel.		
I will promptly report any problems to district staff immediately.		
I will not photograph and/or record staff or students without their consent or knowledge. This may include but is not limited to webcams, laptops, cameras, or cell phones.		
Users understand that information stored and transmitted including but not limited to; email, documents, video, pictures, chat logs, social networks, Web 2.0 tools (e.g. blogs, wikis, etc.) and music on the district's web servers, networking system, laptop computers or stationary computers are not considered private at any time and are subject to monitoring by school officials.		
I will comply with the rules and regulations related to internet and computer safety and understand my laptop computer may be revoked temporarily or permanently for inappropriate student conduct occurring on or off school property at any time.		
I will keep my computer fully charged at home before bringing it to school each day.		
I will not place marks or adhesive labels on the laptop or carrying bag.		
I understand that the laptop is property of the Dike-New Hartford CSD and will be turned in when requested OR upon my student's withdrawal/ graduation from the district.		

I understand that all students in grades 7-12 will be issued a district owned laptop during school hours, but a \$50 fee for 1 student (grades 7-12 only), OR \$75 fee for 2 or more students (grades 7-12 only) must be paid prior to being able to remove the computer from school property. Please direct questions regarding the fee to your Building Principal, Business Manager, or Superintendent.

Please sign below for agreement to participate in the 1:1 laptop computer program (24/7 use during the school year).

Student Name (printed clearly) _____

Student Signature _____ Date _____

Parent Name (printed clearly) _____

Parent/Guardian Signature _____ Date _____

If for some reason you choose not to have your student bring a laptop home at this time, please sign below. My signature below indicates that I have read and understand the Dike-New Hartford Community School District Computer Use Agreement.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

This completed and signed form is a mandatory requirement for the assigning and issuing of a Dike-New Hartford Community School District laptop computer. It must be filed prior to the issuing and assigning of a computer. Students will not receive their laptops until your building principal or the principal's designee received a signed form.

You will only need to complete this form once; it will be effective for the duration of your child's enrollment in DNH Schools.

Adapted from: Gladbrook-Reinbeck Community School District, Valley CEW Community School District, Clayton Ridge Community School District, Van Meter Community School District, BCLUW Community School District, and Houston Public Schools, MN.