



Conrad Weiser Area School District

One-to-One Laptop Program

Responsibilities and Expectations

- The laptop is property of the Conrad Weiser Area School District and is entrusted with the students as a learning tool. The laptop, power cord, and bag are assigned to the student and are not to be loaned to or shared with anyone.
- **Students will need to supply their own personal ear buds/headphones.** (available for purchase in school store)
- Students are required to abide by the Acceptable Use Policy. (Board Policy 815)
- Students are to use the laptops as an educational tool and should be used only in that capacity.
- Students are responsible for the care of the laptop both in and out of school.
- Students should have the laptop charged and ready for use during the school day.
- Students are responsible for bringing the assigned laptop to school each day. Laptops that are left at home will be treated as if a textbook or assignment were left at home.
- Students will be issued a laptop, power adaptor, and laptop bag. Students are required to carry them in the district issued laptop bag. When carrying the laptop always place it in the case provided by the District. Be careful not to drop, toss or fling the laptop case.
- Students will lose laptop privileges if they are responsible for any vandalism, hacking, network disruption, or any actions that disable, damage or affect the laptop or network.
- **Only software provided and installed by the district is permitted on the laptop.** Installing software, music files, games, or commercial applications is strictly prohibited.
- The laptop will have Internet filtering installed and may not be bypassed for any reason.
- Students/Guardians acknowledge there is no expectation of privacy with the files stored on the laptop or websites visited. The School District has the right to monitor laptops and block access to applications and websites.
- Students will not share their username or password with anyone else.
- Students will be expected to return the laptop in good condition at the end of each school year or when withdrawing from the district.
- Students may not personalize the laptop, case, or peripherals in any way. This constitutes vandalism and will be subjected to appropriate disciplinary action and where appropriate, monetary restitution.
- It is important to understand that students need to take care of the laptop as it will be their laptop for four years. Students will receive the same laptop each school year following summer maintenance.
- Students need to be diligent about saving and backup procedures. No technology device is perfect. Take precautions and back up files on a regular basis! Unlike online documents, files and projects stored on the laptop desktop or home folder are not automatically backed up. Students are encouraged to back-up to a school district server, Google Drive, and/or a USB flash drive.

Warranty and Damage Information

Manufacturer Warranty

The laptops are covered by the manufacturer's warranty for failures due to defects in manufacturing. The manufacturer's warranty does not cover damage. It does not cover loss of the laptop, bag or power adaptor.

Accidental Damage Protection

Conrad Weiser offers a non-refundable \$45 annual accidental insurance fee (\$25 for students who receive free or reduced lunch). The insurance will cover any accidental damage that occurs to the laptop. This plan does not cover intentional damage, loss, or misuse. The District offers a family rate not to exceed the cost of two students. Checks should be made payable to "Conrad Weiser Area School District."

If families choose to opt-out of this insurance, they will be responsible for any/all costs for any damage or loss, whether it be accidental, neglectful, or intentional.

Damage Categories

As determined by the building administration, damage will be categorized into one of three categories:

Accidental Damage: The laptop will be repaired/replaced at no cost to the student

Negligent Damage: The student will be liable for repairs not to exceed \$100

Intentional Damage: The student will be liable for all repair costs up to the replacement value of the laptop

Lost/Missing Laptops: The student will be responsible for paying the full-market value of a replacement laptop.

Stolen Laptops: If the laptop is stolen, a police report must be filed. The laptop insurance does not cover the cost of a stolen laptop. The student will be responsible for paying the full-market value of a replacement laptop

Damage or theft reporting

Damage must be reported immediately to your teacher or the office. If the damage is determined to be accidental, a loaner laptop will be available during school hours until the student laptop is repaired. If the laptop is stolen, a police report must be filed.

Repair/Replacement Costs

Common items that may need to be replaced due to neglect are available for purchase at the School Store, including laptop chargers, ear buds, and carry bags.

Estimated charges for common repair needs, including labor:

Mother board replacement:	\$350	External casing replacement:	\$160
Touch Screen replacement:	\$250	Hinge replacement:	\$60
Mouse/track pad replacement:	\$90	Charger/cord replacement:	\$20
Carry bag replacement:	\$30	Keyboard replacement:	\$45

NOTE: Prices subject to change without notice. Above prices are based on August 2018 costs.

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By signing below, we understand and agree to the responsibilities and expectations outlined in this document.

Student Information

Student Name _____ Grade _____

Student ID Number _____ E/R or PLT teacher _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Your signature indicates you agree to abide by all responsibilities listed in this form.

We choose to opt-out of this insurance acknowledging we will be responsible for any/all costs for any damage or loss, whether it be accidental, neglectful, or intentional.

Official Use Only

Check Number _____ Amount _____ Paid cash, received by _____ Amount: \$ _____