



**Chromebook Computer 1x1
Take-home program, 2014-15**

1:1 Laptop Responsibility Contract

Description

Students participating in the KOKL middle and high school program will be issued a school-owned Chromebook laptop, charger and computer bag. The computer take-home program is highly recommended but participation remains optional.

Issuance: Computers must be returned to the school at least one-week before the last day of school year, unless a supplementary agreement for summer use of the computer has been signed.

Expectations for Responsibility and Internet Safety

Students are held to the highest standards of ethics, responsibility, and etiquette in their communication and collaboration with others. In addition to the policies outlined in this contract below, all policies agreed to in the school Acceptable Use Policy and Student/Parent Handbook will be followed. Students and parents/guardians will be held responsible for any violations that occur.

In addition, KOKL holds students to the highest standards for the care, use, and handling of KOKL-owned equipment. Parents will be responsible for lost, damaged, or misused equipment.

KOKL is committed to fostering Internet safety. While using your school-issued Chromebook laptop, we offer appropriate content filtering both at home and on campus.

Charges for damages, lost or stolen (Oct -2014)

	Cost
The following charges may be incurred as determined by school administration	
* Insurance (Paid by parent or waiver requested)	\$45
Damaged beyond repair; lost or stolen laptop	\$399
Deep scratches, chipped plastic, or cuts to the rubberized surfaces	\$50
Broken key(s)	\$85
Damaged, lost or stolen power adapter	\$70

* Parents/students must submit either (a) a check \$45 or (b) cash \$45, or (c) Fill in the waiver request explanation with documentation. A computer will not be issued until this has been resolved.

Third Party Applications

Due to the nature of the technology, students will have the ability to download third party applications **not sanctioned** by KOKL Administration or part of the KOKL academic program. It is the responsibility of the student and the parent to read carefully any user agreements for third party applications and to abide by all laws regarding age of consent to use or purchase said applications. KOKL is absolved of all responsibility as it relates to student use/purchase of any and all third party applications.

Games

Students may not play games on the laptop during school hours. Students who choose to play games during school hours will face disciplinary action.

Laptop Charging

It is the responsibility of the student to ensure their laptop is **fully charged** when coming to school each day. Failure to do so will directly hinder the student's ability to participate in class, which could potentially impact a student's performance and grade. Although charging stations/locations may be made available during lunch hours, students must come to school with their computer charged and prepared for learning.

Guidelines for caring for your laptop

Students are responsible for the laptop they have been issued. Laptops in need of repair or damaged must be reported immediately to a teacher or to the KOKL office staff. Students will write an incident report, give the damaged laptop to IT, and meet with the Director of Education. The student will be issued a replacement laptop as soon as possible so as not to interfere with their academics. Parents will be notified of the damage and associated cost as soon as possible.

Securing your laptop

Never leave your laptop unattended or unsecured while on or off-campus. If you leave your laptop in your locker, you must lock your locker.

Do not bring your laptop to classes not requiring them. Any time you are going to a class where your computer will NOT be used it must be placed in your locker and locked.

Each laptop has several identifying labels (e.g., KOKL asset number and serial number). Under no circumstances are you to modify or destroy these labels. This will be considered property damage and appropriate consequences will follow.

Using your laptop

Laptops should only be out of their cases and used in settings that are appropriate for acceptable use.

For prolonged periods of inactivity, you should shut down completely before closing the lid. This will help to conserve the life and charge of the battery. Dimming the LCD brightness of your screen will also extend the battery run time. For help, consult your teacher, or a school technology specialist.

Always close the lid before moving and/or transporting your laptop, taking care not to close the lid on objects inside the laptop. Please be aware that overloading or overstuffing the laptop case/sleeve will damage the laptop. Textbooks, notebooks, binders, or other school supplies should NOT be in the same section of the laptop case/sleeve as the laptop itself. Take precaution when placing the case on a flat surface. Never sit or place any object on the laptop case.

When using the laptop, keep it on a flat, solid surface so that air can circulate. For example, using a laptop while it is directly on a bed or carpet can cause damage due to overheating.

Liquids, food and other debris can damage the laptop. You should avoid eating or drinking while using the laptop. DO NOT keep food or food wrappers in the laptop bag.

Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the laptop by the screen or using excessive force when in laptop-mode. The Chromebooks do not have a touch screen. Please refrain from touching the LCD screen with your fingers or other objects.

Never attempt to repair or reconfigure the laptop. Under no circumstances are you to attempt to open or tamper with the internal components of the laptop, nor should you remove any screws; doing so will render the warranty void and may result in disciplinary action.

Take care when inserting cords, cables and other removable storage devices to avoid damage to the laptop ports.

Do not expose your laptop to extreme temperatures, direct sunlight, ultraviolet light, or rain for extended periods of time. Extreme heat or cold may cause damage to the laptop.

Do not write, draw, paint or place stickers/labels on your laptop. Remember the laptops are the property of KOKL.

Cleaning your laptop

Major cleaning and maintenance of laptops will be done by KOKL staff. Do not attempt to erase your hard drive. However, students are encouraged, and will be taught how, to perform simple cleaning procedures as outlined below. Students are encouraged to wash hands frequently when using the laptop to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen.

Simple cleaning techniques:

1. Clean the screen with a soft, lightly dampened, lint free cloth or use anti-static screen cleaners or wipes. Microfibre cloths work the best for the screens. ***Never use liquids** on the laptop screen or keyboard (e.g., Windex or other harmful sprays).

2. Clean the touchpad with a lightly dampened cloth.

Note: Always disconnect the laptop from the power outlet before

Please complete and return the signed portion below to the campus education director or online instructor. A copy of the contract will be given to your for your reference when the signed portions is returned.

We have read and accept the 1:1 Laptop Responsibility Contact.

Parent Name (print) _____ Date _____

Parent Signature _____

Student Name (print) _____ Date _____

Student Signature _____