NATICK

1:1

Parent & Student Handbook

Updated Spring 2015

Section 1:
Student Laptop
Program Overview

Program Overview:

After visiting many school districts around the country the Natick Public Schools established a student laptop program (sometimes referred to as our 1 to 1 laptop initiative) in grades 8 – 12. The purpose of the program is to put technology into the hands of all students in these grade levels to help enhance, personalize and accelerate the learning environment. The school district purchases and owns these devices and distributes them to students to use for educational purposes during the school year. Whenever a student leaves the district and at the end of the school year these laptops are collected, inspected and maintained by school department technology staff.

At the 8th grade level students are introduced to the program and the equipment assigned to them is re-purposed and redistributed to the next 8th grade class the following year.

At the High School level, equipment assigned to incoming freshman and transfer students will be assigned to them for their entire High School experience. This holds each student accountable for ensuring the well-being of the equipment entrusted to them.

Each student receives a MacBook laptop, a charger and protective bag. Proper care for each of these items is covered in the **"Section4: Care and Maintenance"**.

Parents and students should carefully review the financial responsibilities of participating in the student laptop program. There is an annual fee that must be paid each year before students are assigned equipment. There are also fees associated with damage, theft or neglect of the equipment that must be paid to fully participate in the program. All of these fees are outlined in **"Section 2: Financial Responsibilities"**.

This program has been a huge success at both the middle schools and high school due to the collaboration between parents, educators and students. The issue of laptops for educational use in the Natick Schools is an immense opportunity to accelerate the learning for all of our students and enhance an already strong academic program. We look forward to open communication and robust partnership between our community members, parents, students and staff in support of the program.

Section 2:
Financial Responsibilities

Financial Responsibilities:

The Natick Public Schools worked diligently for three years prior to the implementation of the laptop program to research best practices employed by school districts across the nation.

As a result of interviewing leaders in these districts, we developed the following procedures to ensure the success of the program from a safety, service, and hardware standpoint. These procedures ensure that students have continuous and high-quality access to the laptop as a learning tool at all times.

Please understand, insuring all laptops was not cost effective for the district and did not make good financial sense. Based on our research, the cost of insurance far exceeds our actual repair costs.

Laptops are covered by the town insurance while in school but this policy comes with a $5000 deductible. One incident on-site impacting multiple machines is when this would come into play.

Apple Warranty – covers against manufacturers defects for the first 3 years of the program

Annual Laptop Fee

Natick established a $75 annual fee for the following reasons:

1. To stock spare parts.
2. To help cover the cost of out of warranty repairs.
3. To access on-site services: Software updates, troubleshooting and stocking of loaner equipment.
4. To cover the cost of annual subscription for GPS tracking service - Should your laptop be stolen, we are able to work with the police to activate a GPS device and recover the lost/stolen equipment.
5. To cover cost of annual subscription for anti-virus software and regular updates.

   NOTE: THE LAPTOP FEE WILL BE COLLECTED PRIOR TO LAPTOP DISTRIBUTION. PARENTS WILL HAVE ACCESS TO AN ON-LINE PAYMENT OPTION. IF PAYING BY CHECK PLEASE MAKE PAYABLE TO "NATICK PUBLIC SCHOOLS".   THIS FEE WILL BE COLLECTED ANNUALLY TO SUPPORT THE SERVICES NOTED ABOVE.

   THE ANNUAL FEE CANNOT BE APPLIED TO TIER II OR TIER III DAMAGES INCURRED.

Annual Fee Limits:

Family maximum fee is $175 per year

Fee reduced to $37.50 for students joining the district on or after January 1st.

NOTE: IF YOU AND YOUR FAMILY HAVE FINANCIAL DIFFICULTIES AND CANNOT AFFORD TO PAY THE $75 FEE THEN PLEASE FILL-OUT AN APPLICATION FOR FINANCIAL ASSISSTANCE. DEADLINE FOR APPLYING FOR FINANCIAL ASSISTANCE IS JUNE 30, 2015.

In addition, parents are asked to sign a **laptop agreement**, which includes the following tiers:

Laptop Accidental Damage/Loss Policy

Tiered approach for repair and restitution:

Tier I – Minor wear and tear covered by annual laptop fee. No additional charge.
Tier II – Moderate claims or replacing vandalized parts (i.e. broken DVD drive) $100
Tier III – More expensive claim or extensive damage   (i.e. spill damage, cracked screen, dropped laptop) $200
Tier IV – Lost or stolen device. Cost will be for full value of the device.

NOTE: DAMAGE TO A LAPTOP MAY INCUR REPAIR COSTS OF MORE THAN ONE TIER.

Individual Insurance

Families are welcome to investigate options for obtaining their own private insurance through their homeowners' insurance or an independent laptop insurance company. It is our understanding that you may contract with these agencies, based on their own policies and may do so even though the Natick Public Schools is registered as the owner of the laptop.

Section 3:
Student Responsibilities & Discipline Rubric

Each student will be responsible for:

- ✓ Arriving at school with their fully charged computer, carrying case, computer charger.
- ✓ Attending each class with their computer, carrying case, and computer charger.
- ✓ Agreeing to and signing Natick Public School's Acceptable Use Policy (AUP) and Acknowledgement of Receipt.
- ✓ Protecting and backing up all electronic files or data created.
- ✓ Logging in under their assigned username and password and not sharing their passwords with other students.

Backing Up Files & Data

It is the responsibility of each student to backup his or her own data.

Students can now sync personal files to Google Drive. The Natick Public Schools will provide basic instructions with all laptops. In the event a laptop needs to be serviced and swapped out with a loaner, it will be critical to have an up-to-date backup of all important files.

Students creating a lot of large files, like photos and videos, may prefer to provide their own flash drives, CD/DVDs or external drives.

NOTE: THE SCHOOL DISTRICT NO LONGER PRIVIDES EXTERNAL DRIVES AND ENCOURAGES SYNCING WITH GOOGLE DRIVE.

Charging of Computer Battery

Students must arrive at school each day with a fully charged computer battery. To fully charge the battery, the computer charger must be plugged into an electrical outlet and attached to the computer for at least two hours (if the computer is shutdown).

Carts equipped with chargers will be available throughout the school to charge computer batteries that are running low. However, during class the teacher may have the student move to an area of the classroom that has an outlet or look on with another student while the battery recharges.

NOTE: BEING PREPARED FOR CLASS INCLUDES FULLY CHARGING THE LAPTOP BATTERY EACH NIGHT. FAILURE TO DO SO MAY LEAD TO DISCIPLINARY ACTION.

Consequences for Not Charging Laptop Batteries

First Incident:

- ✓ Teacher may have the student move to an area of the classroom that has an outlet or look on with another student while the battery recharges. The student will receive a verbal warning and the parent/guardian will be notified.

Second Incident & Subsequent Incidents:

- ✓ Teacher may have the student move to an area of the classroom that has an outlet or look on with another student while the battery recharges. The student will receive a teacher consequence and the parent/guardian will be notified. Consequences for repeated incidents will follow the behavior rubric guideline.

Middle School Behavior Rubric for 1:1 Program

Behavior Rubric	1st consequence	2nd consequence	3rd consequence	4th consequence
Unprepared for learning including but not limited to: laptop not in class; battery uncharged missing accessories	Warning Call/notify home	Teacher consequence Call/notify home	Office or classroom detention(s) Call/notify home	**Either/and/or:** Multiple before/after school detention(s) Suspension Restriction of technology privileges Loss of school privileges Parent Conference
Refusal to follow directions including but not limited to: On computer without permission; off-task computer work; online/onsites without permission	Teacher consequence Call/notify home	Teacher consequence Call/notify home Possible restriction of technology privileges	**Either/and/or:** Office detention(s) Restriction of technology privileges Call/notify home	**Either/and/or:** Multiple before/after school detention(s) Suspension Restriction of technology privileges Loss of school privileges Parent Conference
Reckless/damaging care of laptop/accessories including but not limited to: Carrying laptop outside of case; laptop in unauthorized places (locker, backpack, cafeteria, etc); eating/drinking near laptop; decorating/defacing laptop; vandalizing laptop	**Either/and/or:** Teacher consequence Item replaced or damage restitution made Call/notify home Possible police notification	**Either/and/or:** Teacher consequence Item replaced or damage restitution made Call/notify home Possible police notification	**Either/and/or:** Teacher consequence Item replaced or damage restitution made Restriction/removal of technology privileges Call/notify home Possible police notification	**Either/and/or:** Multiple before/after school detention(s) Item replaced or damage restitution made Suspension Restriction of technology privileges Loss of school privileges Parent Conference
Violation of acceptable use policy including but not limited to: recording sound, picture. Video on school grounds without permission/facilitation by faculty; violation of copyright laws; use of and/or viewing obscene, profane, lewd, inflammatory, threatening, disrespectful language or images; causing damage or disruption; engaging in personal attacks, use of false or defamatory information; downloading, installing or using of unauthorized software; sharing/accessing passwords, access codes, etc; use of someone else's name, account, etc.	**Either/and/or:** School detention(s) Office calls home Restriction/removal of technology privileges Possible police notification	**Either/and/or:** Multiple before/after school detention(s) Suspension Office calls home/possible conference Restriction/removal of technology privileges Possible police notification	**Either/and/or:** Suspension(s) Parent conference Restriction/removal of technology privileges Loss of school privileges Possible police notification	**Either/and/or:** Out of school suspension(s) Parent conference Restriction/removal of technology privileges Loss of school privileges Possible police notification

High School Behavior Rubric for 1:1 Program

Behavior Rubric	1st consequence	2nd consequence	3rd consequence	4th consequence
Carrying Laptop Outside Case	Warning Issued	After School Triple Detention	Saturday Detention	One Day Suspension/Restriction/ Removal of Computer Privileges
Decorating/Defacing/ Vandalizing Laptop	Saturday Detention	Saturday Suspension /Restitution for Cleanup	One Day Suspension/Restriction/ Removal of Computer Privileges	
Eating/Drinking next to Laptop is Prohibited	Warning Issued	After School Triple Detention	Saturday Detention	One Day Suspension/Restriction/ Removal of Computer Privileges
Violation of acceptable use policy including but not limited to: recording sound, picture. Video on school grounds without permission/facilitation by faculty; violation of copyright laws; use of and/or viewing obscene, profane, lewd, inflammatory, threatening, disrespectful language or images; causing damage or disruption; engaging in personal attacks, use of false or defamatory information; downloading, installing or using unauthorized software; sharing/accessing passwords, access codes, etc; use of someone else's name, account, etc.	Saturday Detention	One Day Suspension/ Police Involvement	Three Day Suspension/ Restriction/ Removal of computer privileges	

Section 4:
Care and Maintenance

- ✓ Use only approved wipes for the screen - cleaners that are designed for LCD screens (regular glass cleaners that contain alcohol or ammonia will cause damage).
- ✓ While the computer is turned off, you may clean the keyboard, trackpad and surfaces with a lightly damp cloth. **Never spray cleansers directly on your computer.**
- ✓ The trackpad can be damaged if not used properly. Never use a pencil, eraser or other object on the trackpad.
- ✓ Don't place heavy objects on top of the laptop. This may cause damage to the screen. The laptop should never be in a pile or shoved at the bottom of a heavy bag.
- ✓ Do not place stickers on the inside/outside of the laptop.
- ✓ Be careful with the screen. Don't touch the screen with your fingers or any other object.
- ✓ Don't place anything between the screen and the keyboard when you close the computer.
- ✓ Do not use CDs/DVDs that have labels on them.
- ✓ Use your laptop on a sturdy surface that allows for adequate air circulation. Placing the laptop on a pillow during use or blocking the side air vents can cause it to overheat.
- ✓ To maximize the overall life of the battery, once or twice a month, run the battery down completely before charging your laptop.
- ✓ Do not bend the AC adapter wire. Leave plenty of room for the wire to reach the computer.

Good Practices

When moving about with your laptop (From room to room and/or leaving school):

- ✓ Save all open documents
- ✓ Put laptop to sleep (close the lid)
- ✓ Place laptop in its laptop case

NOTE: DO NOT WALK WITH YOUR LAPTOP OUTSIDE ITS CASE OR WHILE IT'S OPEN!

Save and Backup Your Data:
Data will be backed up if and only if you sync your documents to your Google Drive account or save them to a portable USB Drive, CD/DVD, or external drive. Be sure to save every time that you do a significant amount of work that you would regret losing.

NOTE: ALL STUDENTS ARE RESPONSIBLE FOR BACKING UP THEIR OWN DATA!

At least once a week:

- ✓ Empty the trash.
- ✓ Restart (recommended but not a requirement).
- ✓ Shut Down your computer if you are not going to use your laptop for 1 or more days.
- ✓ Sync up your laptop to Google Drive or backup to an external hard drive.
- ✓ Check Self Service (we're always adding new software here!)

Quit applications that you are not using:

Applications like iTunes and Firefox query the network every few minutes and put a strain on the network that slows down traffic for all of us. When not in use you should quit the application.

Keep labels out of your laptop:

Do not insert CDs or DVDs that have homemade labels on them. The discs will heat up in the laptop, peel off inside the laptop and "tape" your disk inside of your laptop.

To maximize battery life:

- ✓ Turn down volume
- ✓ Turn down brightness
- ✓ Quit any applications that you are not using

Before School

- ✓ Your laptop needs power to keep up with you. Make sure to charge your computer fully before the beginning of the day.
- ✓ If you forget to charge or need an extra boost, use the charging stations available in school.
- ✓ Use your laptop case to transport your laptop between home, school, and between classes.
- ✓ If you're not using your laptop, store it in the charging cart until it's time for class.

During Classes

- ✓ Dim your screen to conserve power and make your battery charge last longer.
- ✓ Only keep open applications and websites you are using. This saves processor power, memory and extends your battery life.
- ✓ **Save early, save often**. Don't wait until the end of class to save documents for the first time. Make sure to save regularly while you are working.
- ✓ At the end of class make sure to save all your work, put your Macbook to sleep, and place it in your carry case only after it is asleep (cover closed). Plan to leave at least 2-3 minutes of time at the end of class to get this done before the next class.
- ✓ Work on a flat and level surface and not on top of other items on your desk. Don't risk having your laptop end up on the floor!
- ✓ When you're not using your laptop in class, place it in your carry case. Don't leave it out on the desk where it may get knocked off.

Passing Between Classes

- ✓ Use time at lunch to charge your laptop.
- ✓ Use your case when transporting your Macbook between classes.

✓ Don't put pens, scissors or paperclips in the same compartment as your laptop; they may damage the screen or one of the ports.

After School and at Home

✓ You can use the classroom charging stations after school.
✓ Use a surge protector instead of plugging directly into the wall to protect from lightning strikes and power surges.
✓ If you plug into a cable modem at home, disconnect the network cable during thunderstorms or when you are not using your Internet connection.
✓ When connecting to power, plug in to the wall first, then your Macbook.
✓ When disconnecting from power, unplug from your MacBook first, then from the wall.
✓ Make sure to shut down your laptop if you don't plan on using it for more than a day.
✓ Don't work on a soft surface like a bed or a pillow or use in a way that will block the vents.
✓ Be wary of "borrowing" wireless access from others in your neighborhood. You can never be sure if others are stealing your information.
✓ Use your laptop away from food and liquids. Spills can be deadly to your Macbook.
✓ Leave your laptop in a secure place during after school sports and activities.
✓ Don't leave your laptop in a car overnight or for long periods. Extreme heat or cold can damage your MacBook.
✓ Keep your laptop locked in a safe location when you are away for the holidays.
✓ Keep your laptop safe from pets and younger siblings.
✓ Don't keep magnetic items like paperclips or staples near the power port on your laptop. The magnetic charge on the port will attract them and may cause damage.

Computer Troubles ?

✓ Force quit an application by going to the Apple menu and selecting **Force Quit** or by using the key-combination Command-Option-Esc
✓ If your computer is slow or certain applications aren't working right, try saving your work and restarting.
✓ If all else fails contact the Natick Public Schools helpdesk staff located in your building.

Resources

The 1 to 1 Laptop Program website is where you will find resources in PDF and video format.
(http://www.natickps.org/districtinfo/forstudents/onetoone.cfm)

✓ How to set up a home printer
✓ How to set up the school printers
✓ How to back up with your external hard drive
✓ How to use Self Service
✓ How to log in with the web filter (Lightspeed)

✓ Connecting to your home wireless network
✓ How to scan a document to Google Drive
✓ Internet Safety & Social Networking
✓ Ergonomics

Section 5:
Computer Software

The only software installed on Natick Public School laptops is software owned and purchased by the Natick Public Schools.   Due to software copyright laws, personal software purchased by students or families cannot be installed on school issued computers.

Self Service is how Natick Public Schools makes new software available to student laptops. Self Service is an icon located in the bottom dock. In Self Service you will find: printers for the high school and middle schools, printer drivers for your home printer, software for classes, software to help organize your homework, web browser plug-ins like Flash and Adobe Reader, software updates, and links to all the major school sites (i.e. Gmail, Destiny, and the 1:1 program website). If you are performing a task that requires an "administrative password", then that task is probably available in Self Service.

- ✓ Laptops come standardized and preconfigured with all software.
- ✓ Software may not be copied, altered, or removed from the laptops.
- ✓ All students are responsible to backup all their own data.
- ✓ We encourage feedback from students, parents, and teachers on additional applications to consider offering through Self Service. This feedback can be provided to any school administrator.

Installing and Deleting Files

Do not delete any application files that you did not create. The deletion of these files could cause issues with the computer functioning properly.

NOTE: STUDENTS ARE ONLY PERMITTED TO DOWNLOAD AND INSTALL SOFTWARE PROGRAMS PROVIDED THROUGH SELF SERVICE.

Illegal File Sharing

File sharing programs used to illegally download music, videos, games, etc. are not allowed on the laptop. It is a violation of Natick Public School's Acceptable Use Policy and may be a violation of federal copyright laws.

Section 6:
Email and Internet Use

Email
Students will be using the Natick Public Schools Google platform as their email account for school. When email is sent, the name and user identification is included in the email message. Students are responsible for all email they send. In association with any investigation, email, stored data, transmitted data, or any use of online services are not confidential and will be made available to district, local, state, and federal officials.

Internet Use
Natick Public Schools maintains a content filter and firewalls as required by the Children's Internet Protection Act (CIPA). The firewall and filtering restrict access to unacceptable sites, chat rooms, and online games. However, no filter is as reliable as adult supervision. It is the responsibility of the student to appropriately use the laptop, network, and the Internet.

Students should notify a teacher if they access information or messages that are inappropriate, dangerous, threatening or make them feel uncomfortable.

Internet Use At Home
Natick Public Schools will provide Internet content filtering software for the laptops while connecting to the Internet from home, which will meet the CIPA guidelines. While the same filtering is used at home and at school, it is the responsibility of the parent/guardian to monitor student laptop use, especially Internet access while at home. Laptops should be used in locations that can be easily monitored and supervised by the parent/guardian.

It is the responsibility of the parent/guardian to contract with an Internet Provider in accessing Internet from home and is their financial responsibility.

Remember Some Basic Internet Safety Rules:

✓ Never give out personal information such as addresses, phone numbers, passwords, and social security numbers to anyone.
✓ Never arrange to meet an Internet contact in person.
✓ Obey all copyright laws.
✓ Never use or transmit anything with abusive, threatening, demeaning, slanderous, racist or sexually explicit content.
✓ Always notify a teacher, parent/guardian if you accidentally access an inappropriate site and close the window immediately.

Internet Safety Links

Safe Teens   Wired Safety

ISafe   NetSmartz Workshop

Natick Public Schools
Building the future, one child at a time

Dear Students and Parents,

The Natick Public Schools 1 to 1 Program is for all students in grades 8 -12. Each student will receive a laptop, charger, and bag. All of these items are the property of the Natick Public Schools (with the exception of the bag which is yours) and will be available to students to use both at school and at home throughout the school year. We expect students to be responsible for maintaining their computers in an appropriate manner. Please carefully review all of the materials as outlined below.

Payment and agreement to all terms and conditions must be received by the school district before equipment is provided to your son or daughter.

1. Please carefully read and discuss the NPS 1:1 Parent and Student Handbook and the Laptop Contract together.

2. Please read and enclose a check made out to **"Natick Public Schools"** in the amount of $75.00 (or pay on-line). This is an annual fee that will help us with the cost of maintaining the equipment due to normal wear and tear. Students should alert the technician at the help desk as soon as any problem arises. Please review the attached Laptop Accidental Damage/Loss Policy in **"Section 2: Financial Responsibilities"** as additional charges can be assessed depending on the level of damage. The student and his or her family are financially responsible for repair or replacement of any of the equipment in the event the damage exceeds the Tier 1 level of service.

3. If the school determines that intentional damage or repeated damage to the equipment has occurred, the student may lose their laptop privileges.

Examples of intentional damage include damage:

- caused by liquid or food spills

- sustained in an incident where a staff member witnesses the abuse,

- or loss sustained when the laptop is in a location in violation of use/storage policy, such as:

    - stored with books in a backpack or unapproved case

    - left unattended and unsecured in the hallway, locker room, etc.

    - damaged or stolen while on a bus at an athletic or extracurricular activity,

- sustained due to disassembly by the student, such as, damage due to attempted removal of keyboard, or missing keys on keyboard unless immediately reported & returned with parts

• or disruption of the "airport" network connection by disassembling components,

• or the bezel brace as a result of grabbing or picking up the laptop by the screen to the CD/DVD resulting from trying to remove a stuck CD/ DVD or using a tool to open a compressed CD/ DVD slot

• caused by the laptop being struck with an object.

4. The deadline for paying and agreeing to all terms and conditions online **without any paperwork is June 23, 2015.** After this date, all payments and agreements must be made manually. Checks should be for $75.00 and made payable to Natick Public Schools. In all cases, payment and agreement to all terms and conditions must be received by the school district before equipment is provided to your son or daughter.

5. If you and your family have financial difficulties and cannot afford to pay the $75 fee, then please fill-out an application for financial assistance. **Deadline for applying for financial assistance is June 30, 2015.**

Feel free to contact us if you have any questions. We are very fortunate to have all of our students in grades 8 -12 with computers and look for your continued support in this program.

Sincerely,

Teresa Carney Rosemary Vickery Rose Bertucci
Wilson Principal Kennedy Principal High School Principal
tcarney@natickps.org rvickey@natickps.org rbertucci@natickps.org

NATICK PUBLIC SCHOOLS STUDENT & PARENT/GUARDIAN

LAPTOP AGREEMENT

This Agreement represents an outline of the Natick Public Schools Network Access And Acceptable Use Policy. By signing this Agreement, students and parents/guardians agree to abide by the NPS Computer Use Policies & Procedures.

Student Responsibilities

- I have received and agree to abide by the NPS Acceptable Use Policy and abide by all local, state, and federal laws.

- I am submitting my consent for my son/daughter to access and use Google Apps Education Edition managed by the Natick Public Schools. The Natick Public Schools assumes the responsibility for complying with Child Online Privacy Protection Act (COPPA) and the information that students submit. COPPA is a regulation that requires parental consent for the online collection of information about users under 13.

- I agree that my use of NPS technology is for **educational purposes** only.

- I agree that use of NPS technology is a **privilege**. I am responsible for the proper care of my NPS issued laptop, as well as any other NPS technology equipment I use.

- I agree to keep all accounts and/or passwords issued to me secure. I will not share this information with any other students. This includes passwords for email and/or network access.

- I agree not to use any other student or teacher's password to access the network and other school systems.

- I agree that I will never share personal information over the Internet. In addition, if I am asked for personal information or harassed in any way I agree to report it immediately to my parents, teacher and/or NPS staff member.

- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.

- I agree that I will not install, download and/or otherwise utilize any software that is not authorized by the NPS Technology Department. I understand many of these tasks can be performed by using Self Service.

- I will not remove programs or files from my NPS issued laptop.

- I understand that all files stored on my NPS issued laptop will not be private. NPS personnel can review

laptops and/or files at any time.

- I understand that it is my responsibility to store and backup my files. This can be done by syncing my laptop with my Google Drive account or by backing it up with an external CD/DVD or external drive.

- I will not attempt to repair my NPS issued laptop nor will I attempt to clean it with anything other than a soft cloth.

- I will report any problems with my NPS issued laptop to the NPS Technology representative at my school.

- I will treat my NPS issued laptop with care by not dropping it, leaving it outdoors and/or using it with food or drink nearby.

- I will place my NPS issued laptop in its protective case when not in use and when it is being moved or carried. I will carry the NPS issued laptop case by its appropriate handle. I will not place the NPS issued laptop in any other case but the NPS issued case and I will not deface or mark the laptop bag itself.

- I will return my NPS issued laptop and all of its accessories by the last day of school each year, upon my withdrawal from the Natick Public Schools, or whenever requested by the NPS administration.

My signature and my parent/guardian signature, acknowledges receipt of and agreement to abide by the terms of the Laptop Agreement as set above. Parents/guardians will assume any financial responsibility for damages not covered by warranty, as outlined in the Laptop Accidental Damage/Loss Policy.

Student Name (Please Print)/ Homeroom Teacher

Student Signature/ Date

Parent/Guardian Signature/ Date