



High School Student Laptop Computer Use Agreement

This agreement is made effective upon receipt of the computer, between Isaac Newton Christian Academy (“Isaac Newton Christian Academy” or “the Academy”), the student receiving the laptop (“Student”), and his/her parent(s) or legal guardian (“Parent”). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials (the “Computer”) for use while a student is at Isaac Newton Christian Academy, hereby agree as follows:

1. Equipment

1.1 Ownership: Isaac Newton Christian Academy retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, the Academy technology and administrative staff retain the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all device configurations the same. Students must use issued credentials (username and password) for the Computer. Parents are encouraged to know their child’s username and password to monitor the computer. This information is available from the school’s Technology Teacher. All Computers include ample RAM and hard-disk space, software and other miscellaneous items. Isaac Newton Christian Academy will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment: In the event the Computer is inoperable, Isaac Newton Christian Academy has a limited number of spare devices for use while the Computer is repaired or replaced. However, it cannot guarantee a loaner device will be available at all times, especially in the event of parts supply chain delays, or a student’s willful damage or neglect. This agreement remains in effect for such any substitute devices. The Student must NOT opt to keep a broken computer or avoid using the computer due to loss or damage. Please note that if the Student forgets to bring the computer or power adaptor to school, a substitute will not be provided.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any non-Academy data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary. Backup methods include storage in cloud-based services like Google Drive or DropBox, copying files to a flash drive or storing on an external hard drive.

1.5 Equipment Return: All equipment loaned to a Student is required to be returned, in proper working order, to the school’s technology personnel at the end of the school year.

2. Damage or Loss of Equipment

2.1 Insurance and Deductible: Isaac Newton Christian Academy has purchased insurance which covers the Computer. This insurance coverage is subject to a \$250.00 deductible per event or incident.

2.2 Responsibility for Damage: The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the *Standards for Proper Computer Care* document for a description of expected care. In the event of damage not covered by the original warranty, the Student and Parent will be billed

for the costs of the repair or replacement. Isaac Newton Christian Academy reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to accidental or willful negligence as determined by the administration or IT services. Examples of willful negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended or unlocked laptop while at school. (See *Standards for Proper Computer Care* document for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to others.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner or removing device protections. (See the *Standards for Proper Computer Care* document for guidelines of proper use).

The Student or Parent may not purchase replacement parts or other items issued to the student on their own. Repairs and replacement will be made through the Academy to ensure interoperability and uphold terms dictated by the equipment warranty provider. Payment shall be made to Isaac Newton Christian Academy.

2.3 Responsibility for Loss: In the event the Computer is lost, the Student and Parent will be billed the full cost of replacement. In the event the Computer is stolen, a police report must be filed within 48 hours. In either scenario, if the computer is recovered in undamaged condition within a reasonable time frame, the payment may be refunded.

2.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to the school’s technology personnel. If the Computer is lost or stolen or vandalized while not at Isaac Newton Christian Academy or at an Academy sponsored event, the Parent shall file a police report within 48 hours. Stolen or lost Computers may be locked and rendered inoperable via school management software.

2.5 Technical Support and Repair: Isaac Newton Christian Academy does not guarantee that the Computer will be operable, but will make support, maintenance and repair available.

3. Legal and Ethical Use Policies

3.1 Monitoring: Isaac Newton Christian Academy may monitor Computer use using a variety of methods – including electronic remote access – to assure compliance with Isaac Newton Christian Academy’s Legal and Ethical Use Policies. Parents are also expected to regularly monitor their child’s use of the Computer.

3.2 Legal and Ethical Use: All aspects of Isaac Newton Christian Academy’s Internet Use Policy remain in effect, except as noted in this section.

3.3 File-Sharing and File-Sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition, and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools must seek prior approval from the school’s technology personnel.

3.4 Allowable Customizations: The Student is permitted to alter user preferences or add files to customize the assigned Computer to his/her own working styles [i.e. background image (with legal permission to use), default fonts, and other minor system enhancements]. The student must not download or install any other software without permission from the administration or technology personnel. The Student may not mark or write on any school owned property.

3.5 Users who circumvent the school safety protocols and monitoring software settings will be fined \$100.00 and may lose future Computer privileges. Users who intentionally search for methods to circumvent school monitoring software systems may be subject to restricted computer use.

4. Computer Use and Conduct Policy

The primary goal of the Academy's available technology is to enrich the learning that takes place in and out of classrooms. Technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, as God's citizens in a digital community, certain legal and ethical restrictions apply. Academic work for classes always takes priority over any other use of equipment.

4.1 Network Resources refers to all aspects of the Academy's owned or leased equipment including computers, printers and other peripherals, as well as email, internet services, servers, and all other technology-related equipment and services. The following rules apply to any use of the Academy's network resources whether this access occurs while on or off campus.

4.2 Students may not use network or internet resources:

- to create, send, access or download material, which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet--based music, video and large image files not required for schoolwork, as this slows the performance of the network for all users. The school will monitor the network for violations;
- to alter, add or delete any files that affect the configuration of a school computer other than the Computer assigned for personal use;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto Academy computers, or to copy Academy school software (copying school owned software programs is considered theft).

4.3 In addition, Students may not:

- give out their home address or phone number to untrusted sources on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone other than a trusted adult;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk" email

4.4 Students will not use the Computer to record (audio/visual) others without their permission. Computers are not to be used to make sound or video recordings without the prior consent of all persons being recorded.

4.5 Sound on the Computer should always be turned off except when being used as part of the class. Use of personal headphones/earbuds to listen to sound is allowed with the express permission of the classroom teacher/staff.

4.6 Computers are not to be used to take pictures without the prior consent of all persons being photographed. Cameras are always to be turned off except when being used as part of classwork.

4.7 Other Services: The Academy is pleased to subscribe to various external services to enhance and promote the educational mission of the school, and student use of these services must comply with the Academy's network/Internet use policy. When any of these services are available for student use away from the school, the student must comply with the Academy's network/Internet use policy while using the services. The Academy carefully chooses such services for their educational usefulness and appropriateness for use in a Christian school

Disclaimer:

Given the nature of technology use and applications, Computer use and care provisions are subject to change over the course of the school year. If such changes occur, students and parents will be notified via school publications and postings.

Isaac Newton Christian Academy does not have control of the information on the Internet or incoming email. The Academy will provide Internet content filtering onsite. However, no filter is perfect. All filters have vulnerabilities that may be exploited by individuals who are actively and intently dedicated to breaching them. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of Isaac Newton Christian Academy. While the Academy's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At Isaac Newton Christian Academy, we expect students to obey the Student Internet Use Policy when using the Internet. Students found in violation of the policy will be disciplined.

In addition, The Academy's account holders take full responsibility for their access to the Academy's network resources and the Internet. Specifically, Isaac Newton Christian Academy makes no warranties with respect to school network resources nor does it take responsibility for:

- the content of any advice or information received by an account holder;
- the costs, liability or damages incurred as a result of access to school network resources or the Internet;
- any consequences of service interruptions



High School Standards for Proper Computer Care

This document is an important addendum to the Student Laptop Computer Use Agreement. Please read this document carefully prior to signing the signature page. You are expected to follow all the specific guidelines listed in this document and take any additional common-sense precautions to protect your assigned Computer and accessories. Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.

Read the electronic manual that is shared about the Computer. Following the standards below will lead to a Computer that will run smoothly and serve as a reliable, useful and enjoyable tool to support your education.

Your Responsibilities:

- Treat this equipment God has provided with as much care as if it were your own property.
- Bring the Computer and charging unit to school during every school day. If you forget them, a substitute will not be provided.
- Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the computer stored in a safe place when you cannot directly monitor it. For example, during athletic events, games, practices, and trips, store the Computer in a secure place assigned by your coach/sponsor. Laptops left in bags and backpacks, or in an unattended classroom are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended equipment, if stolen – even at school – will be your full financial responsibility. Avoid use in situations that are conducive to loss or damage. Never leave the Computer in areas where it could be damaged or stolen. Avoid storing the Computer in an automobile other than in a locked trunk.
- Avoid use in situations that are conducive to loss or damage.
- Avoid leaving the Computer in environments with excessively hot or cold temperatures. or in areas of extreme odors or smoke that would necessitate a cleaning fee for reuse of the Computer or accessories by future users.
- Loss or damage that occurs when anyone else is transporting or using your assigned Computer will be your full responsibility.
- Adhere to Isaac Newton Christian Academy’s Internet Use Policy at all times and in all locations when using school accounts or resources. When in doubt about acceptable use, check the Internet Use Policy or ask a teacher or administrator.
- Backup your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance postings and alerts from school technology personnel.

General Care:

- Do not attempt to remove or change the physical structure of the Computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100% of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification sticker placed on the Computer or accessories.
- Keep the computer secured in its protective case when using; failure to do so will increase the likelihood of accidental damage.
- Do not do anything to the Computer that will permanently alter it in any way. You may customize the paper identification label on the outside of the case, if you include the assigned device identification number on your label.
- Keep the equipment and protective case clean and free of spills, residues and odors. For example, don't eat or drink while using the computer.
- Restart the Computer weekly and install operating system updates when a system notification displays that one is available.

Carrying the Computer:

- Always completely close the lid, even for short distances.
- Always use and store the Computer in the laptop case provided. Note: do not store anything (e.g., cords, stapled papers or USB mouse) in the area within the laptop case designed for the computer other than the computer itself as this may damage the screen. If you keep the Computer case in your backpack, please do not overstuff your backpack – extreme pressure on the Computer can cause permanent damage to the screen and other components.
- Shut down the Computer if closing the case for an extended period of time.
- Do not grab and squeeze the Computer, as this can damage the screen or other components.

Screen Care:

- Always close the Computer lid gently. The Computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can cost over \$100 to replace.
- Do not touch the Computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer LCD screen cleaners.
- Clean the screen gently with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard will crack the screen when the lid is closed, thus resulting in a repair fine.
- Close the lid of the Computer when it is not in use, in order to protect the screen and save battery life.

Battery Life and Charging:

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Computer charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord. Do not let the battery drain below 10% charge. Immediately shutdown the computer if you are unable to connect to a charger when the battery is low.
- Close the lid of the Computer when it is not in use, in order to save battery life and protect the screen.

Personal Health and Safety

- Avoid extended use of the Computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore could cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose—when working on your lap.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the trackpad). Take frequent breaks (e.g. every 10-15 minutes) as well as periodically change your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.
- Read the safety warnings provided in the electronic documentation for the Computer.



High School Laptop Safety, Use and Care Agreement
Effective for the entire duration of student enrollment.

STUDENT AGREEMENT

I have read the school's Laptop Computer Use Agreement, and Student Internet Use Policy and am aware of the policies governing the use of the student laptop at school and off-campus, and my responsibilities to honor those policies and the standards for proper care. I understand and agree to follow the guidelines of the school's Laptop Computer Use Policy. I further understand that any violation of the policy may result in suspension of computer privileges, school suspension, expulsion, appropriate legal action, or other actions deemed appropriate by the school.

Student(s) Name (print) _____ Date: _____

Student Signature(s): _____

PARENT AGREEMENT

I have read the school's Laptop Computer Use Agreement, and Student Internet Use Policy and am aware of the policies governing the use of the student laptop, and the standards for proper care. I understand that access to the laptop computer is designed for educational purposes. I recognize it is impossible for the school to restrict access to all controversial and inappropriate materials. I further understand that students, not the school, will bear the responsibility when any policy guidelines are broken. I have discussed the terms of this policy with my child. I give my permission for my child to use the school laptop computer to gain access to the Internet for school-related academic activities, and hereby release the school, its Board members, employees and agents from any claims and damages arising from my child's use, or inability to use the Internet.

Parent Name (print) _____ Date: _____

Parent Signature: _____