**Middlebury Community Schools**
**Laptop Use Agreement**

**Standards for Responsible Use of Technology**
Middlebury Community Schools (MCS) believes that technology users have the same responsibilities while using MCS technology that are expected in any other school activity. Responsible use of technology is ethical, academically honest, respectful of the rights of others, and consistent with Middlebury Community Schools' mission. Technology should be used by students to learn and communicate in correlation with the curriculum. MCS technology shall be used by students with the objective of improving instruction and student learning.

**Care of Equipment**
The learner will exercise all due and reasonable care in handling the use of laptop and associated peripherals and agrees to return the equipment in good condition at the end of each school year. Middlebury Community Schools accepts and acknowledges reasonable and normal wear and tear of the laptop over the course of its useful life.

**Required Procedures**
- Students will take possession of their assigned laptop during the registration days provided by NHS or during the first five (5) days of school. The laptop will be returned to NHS no later than the last day of each school year or upon withdrawal from the district.
- In the case of theft, vandalism, or other criminal acts, a police report MUST be filed by the student and/or parent within 48 hours of the occurrence. Incidents happening off of the NHS campus must be reported to the police by the parent and a copy of the report be brought to the school for verification.
- If the student deliberately damages or continues to show careless behavior with the laptop, the school will repossess the laptop.
- Students will be expected to charge their laptop outside of the school day. There will be no accommodations for charging laptops provided at school or in the classrooms.

**Damage**
- **Students and parents will be held financially responsible** for any and all damages determined to be as a result of neglect. It is important to use extreme caution when transporting the laptop.

**Transporting Laptops**
- Laptops must be carried in bags provided at all times during the school day and before and after school on the school bus.

**Music, Games or Programs**
- Music and games may not be downloaded or streamed over the internet if they are in violation of copyright laws.
- All software loaded on the system must be approved by Middlebury Community Schools
- Violation of this policy will result in repossession of the laptop

**Deleting Files**

- Students will not delete any folders or files that they did not create or that they do not recognize. Deletion of certain files will result in a computer failure and will interfere with the student's ability to complete classwork, may affect student's grades, and result in repossession of the laptop.
- Changing restricted settings on the computer will result in immediate repossession.

**Unauthorized Access**

- Access to another user's account or computer is considered unacceptable and a violation of the Acceptable Use Agreement.

**Home Use**

- Laptops are to be used by students only; other family members may not use the school-owned laptop.
- If a laptop has performance issues, then it will be reformatted. Any information one may have saved to the laptop will be deleted. These files can be restored by the student if they have them backed up to an external source. (Email and documents on the server are safe).
- Personal files (pictures, videos, music, documents, etc.) may be saved to the laptop, but should be backed up to an external hard drive.
- When accessing the Internet from home on your laptop, access will be filtered as it is at school (via content filtering software).
- The Technology Staff does not support home or personal use, including but not limited to: troubleshooting home internet service provider issues, installing personal software, printers, or providing access to non-educational websites.

**Liability**

- **Student/Parent is financially responsible for the replacement cost of the laptop** or its accessories if damaged or stolen. If concerned about liability, then the student/parent may consider purchasing an insurance policy for laptop replacement purposes.
- Middlebury Community Schools is not responsible for damages resulting from the use of the laptop, which includes, but is not limited to: home service interruption, spread of viruses to other personal computers and loss of personal data.

**Authorization**

Please sign and return the attached form to indicate understanding and acceptance of the policies and expectations above.

**Acceptance of the Middlebury Community Schools Laptop Use Agreement**

Signatures below indicate understanding of all expectations and policies outlined in the Middlebury Community Schools Laptop Use Agreement:

| | | |
|---|---|---|
| _____ | _____ | _____ |
| Student Signature | Printed Name | Date |
| _____ | _____ | _____ |
| Parent Signature | Printed Name | Date |