

Lisbon Regional School Student Laptop Contract

Please read this fully, sign, and return it to Joseph Orlando, IT Director of Lisbon Regional School.

- I understand that it is a privilege to borrow this laptop throughout the school year and that I need to keep it in the same condition as I received it. I will return it at the end of the school year on time. If I stop attending the Lisbon Regional School, I will return it to the office on my last day of school, if not, I will be billed \$300.
- I agree to take these precautions to safeguard this laptop:
 - Using the equipment in a responsible manner and not letting anyone else use it.
 - Respecting that it is an electronic device that could cause harm to me and/or to the equipment and it should be kept from elements such as water, extreme heat or cold, or situations that could lead to damage from dropping, smashing, etc. This includes not using it in the cafeteria during lunch.
 - Protecting the laptop, its case, and power cord from loss, damage, or theft.
 - Always keeping the computer in its case when not in use and fully charged whenever possible.
 - Always abiding by the school district's computer Acceptable Use Policy (AUP).
- I agree to contact the IT Director at the school immediately if the laptop malfunctions, is damaged, or is lost.
- I know that all internet traffic is monitored on any device at this school. I agree not to access inappropriate web sites such as chat rooms, game sites, pornography, proxy sites, VPN's, etc. If I do, the following consequences will apply:
 - I will be responsible for any charges or other expenses incurred by my misuse.
 - **1st offense:** Warning, **2nd offense:** No netbook use for 1 week, **3rd Offense:** No netbook use for 2 weeks.
 - Other disciplinary action may be given by the teacher or an administrator regardless of the IT policy.
 - Consequences will vary, based on the severity of the offense.
- I agree that nothing is private on this laptop, as it is the property of the school. Any administrator, including the IT Director, can investigate and look at anything that is on the laptop if need be, at any time.
- I agree not to alter any settings and programs or delete any files that have been installed by LRS. This includes:
 - Not deleting any icons, folders, software off of the laptop or network.
 - Not uninstalling or altering any software on the laptop.
- I agree that LRS is not responsible for any of my documents, saved work, or anything else that might get lost if a computer is re-imaged or damaged. I will regularly backup my data to Google drive, a thumb drive, or my H: drive.
- I agree that I am financially responsible for damage, misuse, or loss. If need be, it will be investigated by the authorities. Replacement costs are below, prices are subject to change:

Cracked screen: \$50	Broken keyboard: \$20	Power supply: \$20	Loss/damage of the netbook: \$300
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- I agree to return the equipment no later than 2:30 pm on the day that it is due. Late returns will be locked out of their computer. If not returned, you will be required to pay \$300.

Signature of student

Printed Name

Date

Signature of parent

Printed Name

Date