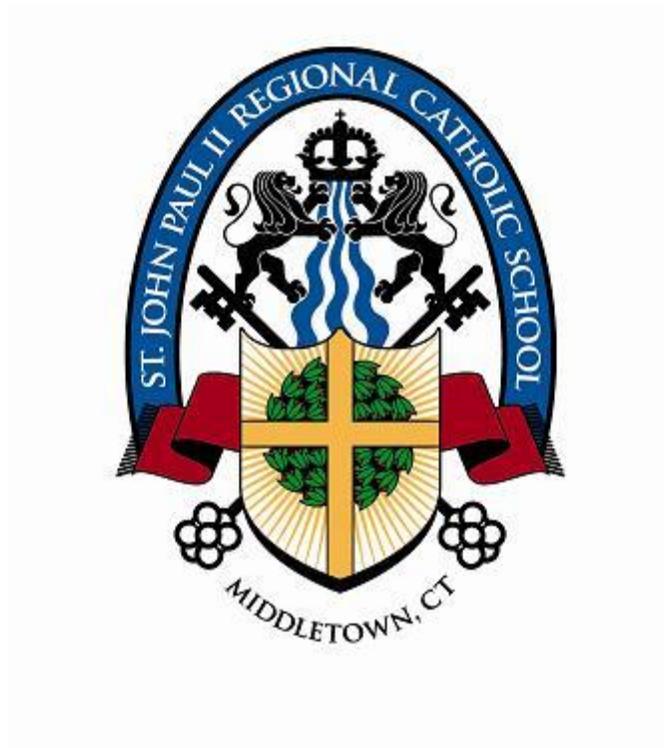


2018-2019



Computer Use Agreement for Middle School Students and Parents
Standards for Proper Care of Equipment

This agreement is made effective upon receipt of computer, between Saint John Paul II Regional Catholic School ("JP II"), the student receiving the computer ("student"), and his/her parent(s) or legal guardian ("parent"). The student and parent(s), in consideration of being provided with a computer, software, and related materials (the "computer") for use while a student is at JP II, hereby agree as follows:

1 Equipment

1.1 Ownership: JP II 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 along with the JP II Acceptable Use Policy. Moreover, JP II staff retains the right to collect and/or inspect the computer at any time and to alter, add, or delete installed software or hardware. Ownership of the computer will pass to the student upon completion of 8th Grade at JP II. If the student leaves JP II before graduating, for any reason, the computer must be returned and will remain the property of JP II.

1.2 Equipment provided by JP II: Efforts are made to keep all computer configurations the same. All computers include a power cord. JP II will retain records of the serial numbers of provided equipment.

1.3 Equipment provided by student: In order to receive a school laptop, the student must use the APPROVED computer case and the student's name must be visible on the case. The student will not be permitted to take a laptop home at any time without a case.

1.4 Substitution of Equipment: In the event the computer is inoperable, JP II has a limited number of spare computers for use while the computer is repaired or replaced. JP II cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The student may NOT opt to keep a broken computer or to avoid using the computer due to loss or damage. If the student forgets to bring the computer or power adapter to school, the student will have the opportunity to check out a loaner a total of two times per trimester, if a loaner is available.

1.5 Responsibility for Electronic Data: The student is solely responsible for any non-JP II installed software and for any data stored on the computer. The student understands that all files should be stored on Microsoft OneDrive.

1.6 Computers from Home: Students are not allowed to bring their own computers from home to use at school. Computers at JP II are formatted with the same software and hardware, some of which are not possible on other computers.

2 Damage or Loss of Equipment

2.1 Responsibility for damage: 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 Care** for more detail. In the event of damage not covered by the warranty, the student and parent will be billed for the actual cost of repairs. An itemized bill will be provided if requested.

2.2 Loaner computer: A student who does not have a computer due to accidental damage will be allowed full use of a computer from school, if one is available. A student who does not have a computer due to intentional damage or gross negligence may be allowed to use a loaner computer, but will not be allowed to take the computer off school grounds without the permission of administration. Other discipline for intentional damage or gross negligence may be issued by the administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended.
- Lending equipment to people other than one's parents.
- Using the equipment in an unsafe manner or environment (such as leaving the computer on the floor).

2.3 Computer repairs or replacement: The student or parent(s) cannot opt to repair or replace a damaged computer privately. All repairs must be done through the school.

2.4 Responsibility for Loss: In the event the computer or charging cord is lost or stolen, the student and parent may be billed the full cost of replacement.

2.5 Actions Required in the Event of Damage or Loss: Report the problem immediately to the Technology Coordinator. If the computer is stolen or vandalized while not at JPII the parent shall file a police report.

2.6 Technical Support and Repair: JPII will provide technical support and maintenance, when necessary. Students and parents are not allowed to have the computer serviced or repaired privately.

3 Legal and Ethical Use Policies

3.1 Monitoring: JPll will monitor computer use so students should not have an expectation of privacy. When students use networks outside of school to access the Internet they are expected to use such networks responsibly. Parents are encouraged to monitor the student's use of the computer at home.

3.2 Legal and Ethical Use: The student will abide by the terms of this agreement and the JPll Acceptable Use Policy at all times, in school and at home. There should be no expectation of privacy, and the staff of JPll may monitor student use at any time.

3.3 Allowable Customizations

- The student is permitted to alter or add files to customize the assigned computer to their own working styles (i.e., background screens, default fonts, and other system enhancements) as long as those customizations are in keeping with the morals and values of JPll and are deemed appropriate by the student's teachers.
- The student may NOT add stickers to the outside of the computer to personalize its appearance, or to make alterations that would cause permanent damage. The student may add decorations to the computer case, as long as they are in keeping with the morals and values of JPll.
- The student is not permitted to remove or alter any identification from the computer including, but not limited to the serial number.

4 Schedule for Use and Maintenance

- The student is permitted to take the computer home overnight, on weekends, and over vacation breaks with the exception of Christmas break and Summer break.
- The student will turn the computer and charging cord in to the Technology Coordinator or Homeroom Teacher during the week before Christmas break. Equipment will be returned on the first day of school following the break.
- Seventh Grade students will turn the computer and cord in during the last week of school before Summer break. Equipment will be returned during the first week of school in the fall.

STANDARDS FOR PROPER COMPUTER CARE

Please read this section carefully prior to signing the Computer Use Agreement. You are expected to follow these guidelines and take any additional common sense precautions to protect your assigned computer.

Your Responsibilities

- Use the computer assigned in a manner that promotes positive, respectful, and courteous interactions and communication between teachers, students, parents, and community members.
- Bring the computer and power cord to school every school day.
- Keep the computer in a secure place or within your sight at all times.
- Keep the computer in its protective case at all times. The computer must be closed for transport between classes.
- Avoid use in situations that are conducive to loss or damage. For example, never leave your computer on a bus, in the gym, on playing fields, in an unlocked car, or in other areas where it could be damaged or stolen.
- Leave your computer in your locker during lunch.
- Avoid leaving the computer in environments with excessively hot or cold temperatures.
- Adhere to the school's Acceptable Use Policy at all times and in all locations. When in doubt about acceptable use, ask a teacher, the Technology Coordinator, or the Principal.

Problems

- Promptly report any problems to your teacher and the Technology Coordinator.
- Don't force anything (e.g., connections, popped-off keys). Seek help instead.
- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover, serial number, or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- The computer should always be securely placed on a flat surface before being used.
- Do not eat or drink around the computer and keep the equipment clean at all times.

Carrying the Computer

- Always wait for the computer to enter Sleep mode and close the lid before moving it.
- Always transport the computer using two hands, or held snugly with one hand and under your arm.
- Do not grab and squeeze the computer screen, as this can damage it and other components. NEVER carry the computer by the screen.

Screen Care

The computer screen can be damaged if proper care is not taken. Broken screens are NOT covered by warranty and are expensive to replace. Screens are very sensitive to damage from excessive pressure.

- Clean the screen 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 are guaranteed to crack the screen when the lid is closed.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home so that you charge your computer overnight.
- Avoid using the charger in any situation in which you or another is likely to trip over the cord.
- Don't let the battery completely drain. Shut down if you are unable to connect to the charger.
- Close the lid of the computer when it is not in use, to save battery life and protect the screen.

Damage or Loss

You are responsible for any costs incurred due to loss or damage of equipment as determined by the school. You understand that if you violate the above, you may not be permitted to check out school equipment in the future and may be billed for any costs incurred by the school.

STUDENTS AND PARENTS

Please read and initial each line on the following page, sign at the bottom, and return just that page to school. This document must be on file before you receive your computer.

Saint John Paul II Regional Catholic School
2017-2018 Middle School Computer Agreement Form

The following items reiterate some of the important points covered in the Computer Use Agreement & Standards for Proper Computer Care.	Student Initial	Parent Initial
I have read and understand the Computer Use Agreement and the Proper Computer Care Document.		
I have read and understand the school's Acceptable Use Policy.		
I understand that I will be allowed to use a laptop issued to me by JP II and that the computer belongs to the school until I graduate from Eighth Grade.		
I understand that I must bring my fully-charged computer to school every day.		
I understand that my family is responsible for loss of or damage to the computer.		
I understand the hard-drive may be wiped and restored to original configuration for some repairs and my data should be stored on OneDrive.		
I understand that I must get approval from my homeroom teacher for any internal or external personalizations such as screen savers or stickers.		
I will not record pictures, audio, or video without consent of school personnel.		
I understand that any teacher, the Technology Coordinator, or the Principal may access the contents of my computer or OneDrive at any time.		
I will report any problems with my computer to a teacher or the Technology Coordinator in a timely manner.		

As a student and parent/guardian of a student at Saint John Paul II Regional Catholic School, I understand that I am being issued a computer and that I am responsible for its care and safekeeping. I understand that I must keep my computer in its approved protective case at all times. I also understand that the computer is for school use, and therefore I am required to abide by a certain set of rules and standards set by the school. By signing below, I agree to abide by these rules and care for the computer to the best of my ability. Questions and or accommodations regarding this agreement need to be directed to the Principal.

Student Name (printed clearly) _____

Student Signature _____ Date: _____

Parent Name (printed clearly) _____

Parent Signature _____ Date: _____