

CJHS Student Agreement for Laptop Use

1. **Laptops will be brought to school every day.** Leaving your laptop at home will not be a reason to receive a loaner. Students who do not have a laptop will have to discuss alternate paper assignments with classroom teacher.
2. **No Loaning or Borrowing Laptops**
Do NOT loan laptops to other students. Do NOT borrow a laptop from another student. Do NOT share passwords or usernames with others. Do NOT allow anyone including family members outside of school to access your laptop for personal business.
3. **Laptops will only be connected to the SCHOOL network.** Connecting to an outside network could result in loss of computer privileges or other disciplinary action.
4. **Laptops are the students' responsibility at all times** and may be inspected by school administration at anytime without notice
 - a. Do not eat or drink while using laptop.
 - b. Do NOT bring laptop to lunch, band or P.E.
 - c. Laptops and bags will not be written on or decorated. Graffiti and/or vandalism on laptops may result in a fine and or loss of laptop privileges.
5. **Laptops must be left in the school provided carrying case AT ALL TIMES.**
 - a. No additional items will be put in the carrying case - including papers, books, etc.
 - b. Bags should be securely closed and fastened when changing classes.
 - c. Laptops should be shut down at the end of each day and charged overnight. This allows updates to run.
6. **Screensavers/Backgrounds may not be changed from school settings.**
7. **Headphones may only be used with approval of the teacher.** Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
8. **Images, Music, and Videos will only be accessed when assigned by a classroom teacher.** School appropriate images may be downloaded with teacher approval if needed for an assignment. All copyright laws will be enforced.
NO music may be streamed over the Internet. Music may be downloaded with teacher approval if needed for an assignment. All copyright laws will be enforced.
Only videos assigned by classroom teachers may be streamed over the Internet.
9. **NO GAMES WILL BE ALLOWED DURING THE SCHOOL DAY INCLUDING LUNCH, ACE and TUTORIALS.**
10. Students not following procedures for use and care may lose laptop privileges as determined by school administration.

Printed Student Name:

Student Signature:

Parent Signature:

Coleman Independent School District

Student Pledge for Laptop Use

11. I will take good care of my laptop and know that I will be issued the same laptop each year-as long as I attend Coleman High School School.
12. I will never leave the laptop unattended.
13. I will never loan out my laptop to other individuals.
14. I will know where my laptop is at all times.
15. I will charge my laptop's battery daily.
16. I will keep food and beverages away from my laptop since they may cause damage to the laptop.
17. I will not disassemble any part of my laptop or attempt any repairs.
18. I will protect my laptop by only carrying it while in the case provided.
19. I will use my laptop computer in ways that are appropriate and educational.
20. I will not place decorations (such as stickers, markers, etc.) on the District laptop, power cords or carrying case. I will not write on the laptop, power adaptor, or carrying case.
21. I understand that my laptop and carrying case are subject to inspection at anytime without notice.
22. I will follow the policies outlined in the Laptop Handbook and the Acceptable Use Policy while at school, as well as outside the school day.
23. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
24. I will be responsible for all damage or loss caused by neglect or abuse.
25. I agree to pay for the replacement of my power cords, battery, or laptop case in the event any of these items are lost, stolen, or damaged.
26. I agree to return the District laptop and power cords in good working condition.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____