

Panhandle CUSD #2
Lincolnwood High School
Student Laptop Computer Program
2023-2024

As part of Lincolnwood's One-to-One laptop/notebook computer program, students and parents are expected to read and agree to the following stipulations. Use of this laptop/notebook, as well as access to the compute network, the Internet and e-mail are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of Panhandle School District. Failure to adhere to any other these can result in penalties per school policy and state and federal laws.

Student Responsibilities

- Adhere to LHS rules and regulations governing the use of LHS computers and network and will comply with all applicable copyright and other regulations regarding the use of the device.
- Will not sell, lease or otherwise grant anyone rights to the computer and/or peripheral devices.
- Provide reasonable care and maintenance of the laptop and will not remove any factory or school label from the machine.
- Students are allowed to access only those files that belong to them or which they are certain they have permission to use. Files stored within the school computer systems should be limited to those relating to formal school courses or activities.
- The Internet is to be used for academic purposes as instructed by the teacher and as a means of obtaining needed information.
- Teachers will determine whether or not the laptop/notebook should be opened or closed during each class period.
- The laptops/notebooks contain all necessary hardware and software. It is not permissible to add or change the hardware, memory, or hard drive.
- Email (or any other computer communication) should be used only for legitimate and responsible communication. All accounts, programs and files are subject to inspection and search at any time without notice.
- Students are required and expected to take home and bring their laptops/notebooks (e.g. power cord, battery, bag) back to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day.
- Students are not allowed to use their laptops/notebooks in the cafeteria, during lunch periods, or P.E. Laptops must be locked in lockers during non-class time.
- Students are responsible for saving or backing up their documents to the server.
- Students may not download illegal content such as pirated music, video, games, etc. onto the laptop. Downloading music and videos is allowed only for academic purposes.
- Students will not place decorations that will leave adhesive or permanent marks on the laptop.
- Students will not lend their laptop/notebook to anyone.
- Students will use only printers assigned to them and will limit any printing to educational purposes.
- Students will return the laptop when requested and/or upon withdrawal from the Panhandle School District.

Parent/Guardian Responsibilities

- Parent will review materials provided by the school to ensure that they understand the school's responsibility, my student's responsibility and my responsibility. Parents will discuss, at home, acceptable and unacceptable uses of the laptop according to district policies.
- Parent understands that Panhandle Schools has made all reasonable attempts to provide a safe computing environment for students within the district's network. Students using their district-assigned laptop/notebook are responsible and accountable for appropriate use of the Internet regardless of where they are, or when Internet access occurs.
- Parent will supervise the use of the laptop/notebook at home, making sure that it is used and stored appropriately.
- Parent will not personally load or allow others to load unauthorized programs, delete authorized programs, or attempt to repair the laptop/notebook.
- Parent understands that if damage is deemed to be due to negligence, parent will be responsible for the damages, either through private insurance or direct payment to Panhandle Schools.
- Parent will make sure my child recharges the laptop/notebook battery nightly.
- Parent will make sure my child brings the laptop/notebook to school every day.
- Parents agree to make sure that the laptop/notebook is returned to the school when requested and upon my child's withdrawal from Panhandle Schools.
- If the laptop is damaged in any way, the student and/or his/her parents/guardians will be held responsible for the repairs. Any repairs will be coordinated /completed by Panhandle staff. The Technology Support Staff may provide loaner devices while inoperable units are out for repair.

Panhandle CUSD #2 Student Computer Agreement

The Panhandle CUSD #2 Board of Education and the Administration governs the student's use of the laptop/notebook computer program through board policy and the Panhandle Acceptable Use Policy. Copies of the associated policies are available in the LHS student agenda book or on the district website. Violation of the aforementioned policies may result in the immediate repossession of the computer by the Panhandle School District and other consequences for violation of the laptop/notebook program policies.

Each student in grades 2nd through 12th grade will be assigned a school-owned laptop. The yearly rental fee will be \$25 for students in 9th thru 12th grades, and \$10 for students in 2nd thru 8th grades. All costs of repairs for physical damage to any laptops will be the responsibility of each student and/or their family.

As the parent/guardian, I acknowledge that I have read and understand this Student Computer Use Policy, and give my permission for my child to have access to and use the described district-issued technology.

Parent/Guardian (please print): _____

Parent/Guardian signature _____ Date _____

As the student, my signature indicates I have read or had explained to me and understand this Required Use Policy, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student (please print): _____

Student signature _____ Date _____

Laptop Description (office use only)

Student Name: _____

Asset Number _____

Model _____

Serial Number _____