

George-Little Rock CSD LAPTOP AGREEMENT

This Agreement represents an outline of the Laptop Policies & Procedures. By signing this Agreement, students, and parents/guardians agree to follow the Policies & Procedures. Students and parent/guardians are encouraged to read and understand these Policies & Procedures prior to signing this Agreement.

Parent Responsibilities:

Your child has been issued a computer to improve and personalize his/her education. It is essential that the GLR Acceptable Use Policy be followed to ensure safe, efficient, and ethical operation of the district's computer. **In order for your child to use the computer in class and take it home, you must be willing to accept the following terms and responsibilities.**

- I will read the Acceptable Use Policy and discuss it with my child.
- I will read the Damage Policy and discuss it with my child.
- I will supervise my child's use of the computer at home.
- I will make sure my child charges the computer nightly and begins the school day with a fully charged battery..
- I will discuss the appropriate use of the Internet and supervise my child's use of the internet.
- I will not attempt to repair the computer.
- I will report any problems or damage to the GLR technology coordinator.
- I will not load or delete any software from the computer except personal documents of my child.
- I will report loss/theft of the computer to school and proper authorities within 24 hours.
- I agree to make sure that the computer is returned to the school when requested and upon my student's withdrawal from the GLR CSD.

Student Responsibilities:

Your computer should be used for EDUCATIONAL PURPOSES ONLY. **In order to use the computer in class and to take it home, you must be willing to accept the following terms and responsibilities:**

- I will read the Acceptable Use Policy and discuss it with my parent/guardian.
- I will read the Damage Policy and discuss it with my parent/guardian
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- I will adhere to the terms of the GLR CSD Acceptable Use Policy and Damage Policy each time the computer is used, at home or at school.
- I will recharge the computer nightly and begin the school day with a fully charged battery.
- I will bring the computer to school each day..
- I will use appropriate language in all communications.
- I will abide by copyright laws.
- I will never share personal information over the internet.
- I will not remove programs or files from the computer.
- I will not use the computer to record (audio or visual) other without staff permission.
- I will not install, download, or otherwise utilize any software that is not authorized by the GLR Technology Department.
- I will treat the computer with care by not dropping it, leaving it outdoors, or using it with food or drink nearby.
- I will not personalize the device by the use of stickers, markers, pencils, etc.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I agree that e-mail (or any other computer communication) should be used only for appropriate, and communication.
- I will return the computer when requested and upon my withdrawal from the GLR CSD.

Student Signature: _____ Print Name: _____

Parent Signature: _____ Date: _____

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Iowa Nondiscrimination Statement – “It is the policy of George-Little Rock Community School District not to discriminate on the basis of race, creed, color, age, sex, sexual orientation, gender identity, national origin, disability, marital status, socioeconomic status, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. There is a grievance procedure for processing complaints of discrimination. If you have any questions or grievances related to compliance with this policy by George-Little Rock Community School District, please contact Kevin Range, Equity Coordinator, George-Little Rock Community School, 500 E. Indiana Ave., George, IA 51237; phone number 712-475-3311, email: krange@george-littlerock.org. Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319- 1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov>.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 1(866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact the USDA through the Federal Relay Service at 1(800)877- 8339 or 1(800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Student Signature: _____ Print Name: _____

Parent Signature: _____ Date: _____