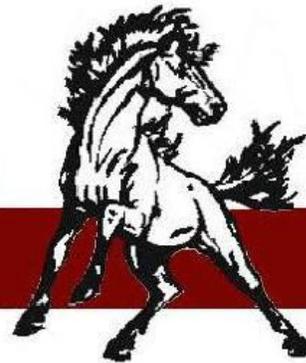


2015-2016 Laptop Handbook

Tri-Valley Mustangs



Policy, Procedures and Information for the
Using Laptops as Tools Program

Tri Valley School District Laptop Program

The focus of the Using Laptops as Tools Program at Tri-Valley School District is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Laptops integrates technology into the curriculum anytime, anyplace.

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The Tri-Valley School District reserves the right to review a student's total performance in their academic career, at any time, which includes, but is not limited to: attendance, academic performance, and any disciplinary incidents. If the principal and/or the school district determines it necessary, the district reserves the right to remove any and all privileges that are associated with the Tri-Valley School District Laptop Program. All incidents will be handled on a case by case basis. All technology use at Tri-Valley School District is covered by the school's Acceptable Use Policy. Violations to the Acceptable Use Policy or to the Laptop Handbook will result in disciplinary action. Students will be provided training throughout the year to help prevent violations.

1. Receiving Your Laptop

Laptops will be distributed on the first day of school each Fall. **Parents /students must sign and return the Acceptable Use Policy (page 14/15), Laptop Computer Protection Plan (page 16), and Student Pledge (page 17) within the first week of the school year.** The school reserves the right to collect laptops for failure to turn in these forms.

All laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at Tri-Valley High School.

1.1 Transfer Students

1. New students of the district will have a waiting period until their machine becomes available.
2. Before the student receives privileges for the computer, the student and a parent will need to complete the laptop paperwork on pages 14-17.

2. Taking Care of Your Laptop

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be **IMMEDIATELY** taken to the Tech Center.

2.1 General Precautions

1. No food or drink is allowed next to your laptop.
2. Cords, cables, and removable storage devices must be inserted carefully into the laptop.
3. Students should never carry their laptops while the screen is open.
4. Laptops should be shut down and placed in their case before moving them.
5. Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Tri-Valley School District.
6. Laptops must never be left in a vehicle or any unsupervised area.
7. Students are responsible for keeping their laptop's battery charged for school each day.
8. Do not take your laptop apart for any reason.

2.2 Carrying Laptops

The protective cases are offered by the school district and they provide padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer. The guidelines below should be followed:

1. Laptops should always be within a protective case when carried. If you want to use another case, instead of the one provided it must be approved by the Tech Center.
2. The laptop must be turned off before placing it in the carrying case.
3. No books are to be placed in or on the laptop case.

2.3 Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the laptop when it is closed.
2. Do not place anything on or near the laptop that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, etc).
5. Clean the screen with a soft cloth.

3. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules will be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher.

3.1 Laptops Left at Home

If students leave their laptop at home, they will not be allowed to return home to get them. Students may call parents to have them bring it, but no loaner machine will be issued to that student. The student will do their assignments in a method that the teacher deems appropriate.

3.2 Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair at the Tech Center.

3.3 Charging Your Laptop Battery

Laptops must be brought to school each day fully charged. In cases where use of the laptop has caused batteries to become discharged, students will be allowed to connect their computers to a power outlet in the classroom if available.

3.4 Screensavers

1. Inappropriate media, such as, guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures may not be used as a screensaver.
2. Hard drive passwords are forbidden. If used, students may be responsible for the cost of a replacement hard drive

3.5 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes or students may use their own provided headphones.

3.6 Printing

Students may use network printers with teachers' permission during class or breaks.

4. Managing Your Files and Saving Your Work

4.1 Saving to the My Documents Directory

The laptops will be set up with a Documents folder in which students should save ALL of their school work. Documents will automatically save a copy of their work to the school server while the students are on the school network. Students must properly shut down their computer when leaving school or home to prevent loss of files. When a student adds a file to Documents while working away from school, that file will be automatically copied to the school server through synchronization when the student logs onto the network at school.

Only files saved in Documents will be automatically backed up and saved. Student work saved to a different location (such as C: drive or Desktop) on the computer will not be saved to the school server. If a student chooses not to save to Documents, the files can't be recovered by Tech Center staff after a computer malfunction.

4.2 Saving Data to Removable Storage Devices

It is strongly recommended that students backup all of their work at least once each week using removable file storage. Removable media may be purchased at any retailer at the student's expense.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for neglecting to submit school work.

5. Software on Your Laptop

5.1 Originally Installed Software

The software originally installed by Tri-Valley School District must remain on the laptop in usable condition and be easily accessible at all times. Students are not to move programs or delete programs on their laptop.

From time to time the school may add software applications for use in a particular course.

5.2 Virus Protection

The laptop has anti-virus protection software. This software will scan the hard drive and removable devices at startup. Virus software will be upgraded from the network. The school's storage server and e-mail server are also installed with virus protection software and hardware.

5.3 Additional Software

Students are responsible for maintaining the integrity of software required for facilitating academic activities.

If additional software is located by a student, the student should report it to the Tech Center for removal.

5.4 Inspection

Students may be selected at random to provide their laptop for inspection.

5.5 Procedure for Re-loading Software

If technical difficulties occur or illegal software is discovered, the hard drive will then be reimaged by Tech Center staff. Authorized software will be installed and the data files reinstated in the Documents home directory. The school does not accept responsibility for the loss of any software or files deleted due to a re-image.

5.6 Software Upgrades

Upgrade versions of licensed software are available from time to time. The Tech Center will manage upgrades as necessary.

6. Acceptable Laptop Use

6.1 General Guidelines

1. Access to the Tri-Valley School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow this Handbook and the District Acceptable Use Policy.
2. Students are responsible for their ethical and educational use of the technology resources of the Tri-Valley School District.
3. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Tri-Valley School District.
4. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
5. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action.

6.2 Privacy and Safety

1. Do not go into chat rooms or send chain letters. If applicable, teachers may create discussion groups for communication between students for educational purposes.
2. Do not open, use, or change computer files that do not belong to you.
3. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.

4. Remember that storage is not guaranteed to be private or confidential.
5. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher, principal, or Tech Center staff member immediately so that such sites can be blocked from further access.

6.3 Legal Propriety

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
2. Plagiarism is a violation of the law. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
3. Use of proxies to bypass the internet content filter is strictly prohibited and violators will be subject to disciplinary consequences.
4. Possession of hacking software is strictly prohibited. Violation of applicable state or federal law, including the South Dakota Penal Code-Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

6.4 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content. Failure to follow your handbook will result in disciplinary action as determined appropriate by administration.

7. Protecting and Storing Your Laptop Computer

7.1 Laptop Identification

Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

1. Record of serial number
2. Individual user account name and password

7.2 Password Protection

Students need to keep all passwords confidential. Students are expected to use ctrl + alt + delete to lock their computer if leaving their computer open or shut the lid if walking away to protect their laptops when not in use.

7.3 Storing Your Laptop

1. When students are not monitoring laptops, they should be stored in their lockers with the lock securely fastened.
2. Nothing should be placed on top of the laptop, when stored in the locker.
3. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed.

4. Laptops should not be stored in a student’s vehicle at school or at home.

7.4 Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, commons area, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised laptops will be confiscated by staff and taken to the Tech Center. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

8. Repairing or Replacing Your Laptop Computer

8.1 HP Warranty

3 Year warranty is in effect from time of purchase.

8.2 HP Accidental Damage Protection

3 Year warranty is in effect from time of purchase.

8.3 School District Protection

School District Protection is required for students and parents to cover laptop replacement in the event of theft, loss, or accidental damage by fire. The protection cost is \$30.00 per student and a maximum of \$60.00 per family.

8.4 Claims

All claims must be reported to the Tech Center located in Room 10. Students or parents must file a police or fire report and bring a copy of the report to the principal’s office before a laptop can be repaired or replaced with School District Protection. Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action. The District will work with the Minnehaha County Sheriff’s Department to alert pawnshops and police departments in the area to be aware of this district-owned equipment.

8.5 Disciplinary Action

Students with excessive repairs and laptop handbook infractions, which are defined as any beyond 2, will need to be evaluated by Tri-Valley administration. Disciplinary action could result in a minimum of loss of semester test opt-out privileges but a maximum of the student’s loss of all laptop privileges for an extended period of time.

9. Laptop Lost or Stolen

9.1 See chart below for cost of lost equipment:

In the event that laptop accessories are stolen, you should report the lost items to the Tech Center or Principals’ office. The cost to replace specific accessories is listed below:

AC adapter & power cord	\$50.00
Battery	\$63.00

Embroidered Laptop Bag	\$30.00
Computer	\$560.00
Note: prices based upon current market values and may be subject to change	

The student will be responsible for all replacement costs of any lost or stolen laptop accessories. All defective accessories will be allowed to be replaced subject to availability. The School District Protection Plan will cover \$30 toward the cost of a lost/stolen AC adapter once during the current school year. If a student loses an AC adapter after the 1st claim, the student is responsible for all cost incurred in replacing this accessory.

Acceptable Use Policy

The TRI-VALLEY SCHOOL DISTRICT has adopted the following Acceptable Use Policy. The adopted policy is included in all student handbooks, available for viewing on-line, and is rooted within our District Policy Manual.

1) Electronic Communication System and Purpose:

The school's computer network includes access to Internet and state issued electronic mail (e-mail), on-line commercial educational programs, and Distance Learning (DDN). The purpose of providing both employees and students access to support the educational programs of the district, with the goal of preparing individuals for success in life and work with the development of their 21st Century Skills. Employees and students are thus provided electronic access to a wide range of information and the ability to communicate with people from throughout the world. The Tri-Valley School computer network will be used in sharing information with the local community, including parents, social service agencies, government agencies, and business. It is expected that District employees will upgrade their skills through greater exchange of information with their peers.

2) Privileges:

The use of the Tri-Valley School network and devices is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each student or staff will become familiar with the rules by reading school policies, by discussion with classroom teachers, the building principal, or with Tri-Valley technology staff. Tri-Valley School District administration will deem what is inappropriate use when the written policy or rules are not clear or do not address the issue. The district may deny, revoke, or suspend specific user access.

3) Acceptable Use:

Includes but not limited to:

- Educational activities
- Classroom activities
- Professional or career development
- Administration or faculty will establish time limits for student use of the network
- K-12 email - Users realizes it is an educational email account and should use this account for educational purposes only.

4) Unacceptable Use:

Includes but not limited to:

- Users may not use the Tri-Valley computer network and/or devices for gaming, playing internet games or other games downloaded to the system.
- Users may not use the Tri-Valley computer network and/or devices for storage of non-academic materials which include, but are not limited to, games, music, downloads, ringtones or personal pictures.
- Users may not use the Tri-Valley computer network and/or devices for commercial purposes defined as offering or providing goods or services or purchasing goods or services for personal use. Acquisitions for the school district will follow the business office procedures.
- Users may not use Tri-Valley computer network and/or devices for political lobbying. Staff and students may use the available resources for communicating with their elected representatives and to express their opinion on political issues.

- Transmission over the Tri-Valley computer network and/or devices of any material or communication in violation of any Federal, State or Local law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, spamming others, or material protected by trade secret.
- Other illegal acts include, but are not limited to, arranging for the purchase of alcohol or drugs, engaging in criminal gang activity, or threatening the safety of a person.
- Users will not attempt to gain unauthorized access to Tri-Valley school network or any other system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing."
- Routine maintenance and monitoring of the school network may lead to discovery that the user has or is violating school district policies, rules or the law.
- Individual searches will be conducted if there is reasonable suspicion that a user has violated the law or school user rules or policies.

5) Netiquette:

Tri-Valley School District users are expected to abide by generally accepted rules of etiquette. These include, but are not limited to the following:

- Be polite. Your communication should not be abusive to others.
- Use appropriate language. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Do not reveal your personal address, telephone number or another other items of personal nature on our system. Do not reveal the address or telephone numbers of others.
- Electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the proper authorities.
- Do not use the school network in any way that would disrupt services for other users.
- All communications and information accessible by the Tri-Valley computer network and/or devices should be assumed to be private property unless otherwise stated.

6) Non-Liability:

TRI-VALLEY SCHOOL DISTRICT (TVSD) makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained by TVSD is at the user's own risk. TVSD is not responsible for the quality of information obtained.

7) Security:

Security on the Tri-Valley School District computer network is a high priority, especially when the system involves many users. If an employee or student can identify a security problem, they are responsible for notifying a teacher, the building principal or Technology staff. Any user identified as a security risk or having a history of problems with electronic communications systems may be denied access to school network and/or specific resources. TVSD will install a filtering system to restrict accessing of inappropriate material; however, it is not practically possible for TVSD to monitor and enforce a wide range of social values in student use. TVSD recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children.

The possibility exists that a student or employee may enter a site that is inappropriate for the school setting and cannot leave that site. It is that person's responsibility to notify a teacher, the principal or the system administrator immediately.

8) Vandalism:

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, the Internet, or any agencies or other networks connected to school's network. This includes, but is not limited to, the uploading or creation of computer viruses.

9) Disciplinary Action:

In the case of disciplinary action, the normal chain of authority will be followed. Discipline will be considered on a case-by-case basis depending on the severity of the offense. Violations of the law will be reported to the proper authorities.

10) Ownership of Software and Data:

All software licenses purchased by the Tri-Valley School District are property of the Tri-Valley School District and cannot be copied, manipulated, or deleted without permission of the Tri-Valley School District. When an employee leaves the school district, any software that has been issued to that employee must be left at school as it is property of the Tri-Valley School District. Data created for Tri-Valley School is property of Tri-Valley School District and will remain at school when the person is no longer a Tri-Valley employee.

TRI-VALLEY SCHOOL DISTRICT

Internet Application Access Request Form

Students and Parents:
Please complete the following information and return it to your Advisory teacher.

Student Information

Student's Full Name: _____

Student's Current Grade: _____ Advisor _____

Student Agreement

This section is to be completed by student.

I have read and understand the Internet Acceptable Use and Safety Policy in the Handbook. I understand that access is designed solely for educational purposes and that TRI-VALLEY SCHOOL DISTRICT has taken reasonable precautions to supervise Internet usage.

Student's Signature: _____ Date: _____

Parent Agreement:

In addition to the student agreement, as a parent or guardian, I also recognize that it is impossible for the district to control access to ALL information or materials and I will not hold the school liable for materials acquired or contact made on the Internet. I also accept full responsibility for supervision of my child outside of the school setting. With that understanding, I hereby give permission for my child to utilize the school Internet services listed below. **(Please circle Yes or No for each, a yes will grant permission a no will deny permission.)**

- Yes No Basic Internet access
- Yes No E-mail access
- Yes No Publication on the Web of my child’s creative efforts, including stories and artwork.
- Yes No Use my child’s name in school Web publications.
- Yes No Use my child’s picture in school Web publications.

Note: Under no circumstances will a child’s home address or phone number ever be published on the Internet.

I certify that the information in this application is true and correct to the best of my knowledge and belief.

Parent/Guardian’s Name: _____

Parent/Guardian’s Signature: _____ Date: _____

Home Address: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Email: _____

**If the Tech Center needs to contact you, what is your preference on contact?
Circle one: MAIL – EMAIL - HOME PHONE - CELL PHONE - WORK PHONE**

If a student is 18 or older, only the student signature is required.

TRI-VALLEY SCHOOL DISTRICT Yearly Required Laptop Protection Plan

The Tri-Valley School District recognizes that with the implementation of the laptop initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

HP WARRANTY:

This coverage is in effect 3 years from date of purchase.

HP ACCIDENTAL DAMAGE PROTECTION:

This coverage is in effect 3 years from date of purchase.

INSURANCE FOR THEFT, LOSS OR FIRE:

Laptops that are stolen, lost, or damaged by fire, are not covered by the HP warranty or the ADP outlined above. Paying the school district an annual amount of \$30 per student or \$60 maximum per family school covers the laptop. The \$30.00 payment is non-refundable. This protection coverage has a \$200.00 additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. This payment will cover 50% of the cost toward a lost/stolen battery and will cover \$30 toward the cost of a lost/stolen AC adapter once during the current school year. If a student loses an AC adapter after the 1st claim, the student is responsible for all cost incurred in replacing this accessory.

The Student/Parent must commit to one type of payment by checking the appropriate box.

Payment in full by cash/check to student’s advisory teacher or pay online via the Payment tab on Infinite Campus.

Make scheduled payments
Amount and Duration will need to be arranged with Misty Klein in the Tech Center (Email: misty.klein@k12.sd.us or call 605-446-3538)

ADDITIONAL INFORMATION:

In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal’s office. The \$200.00 additional charge is the responsibility of the student/parent and must be paid before the laptop can be repaired or replaced.

INTENTIONAL DAMAGE/ACCESSORY REPLACEMENT:

Students/Parents are responsible for full payment of intentional damages to laptops or replacement of lost or damaged accessories not covered under insurance. Tri-Valley School District Laptop Protection **DOES NOT** cover intentional damage of the laptops or accessories needing to be replaced due to damage or loss.

Student’s Name: _____ **(Please Print)**

Student’s Signature: _____ **Date:** _____

Parent’s Signature: _____ **Date:** _____

If a student is 18 or older, only the student signature is required.

Student Pledge for Laptop Use

1. I will take good care of my laptop and know that I will be issued the same laptop each year.
2. I will never leave the laptop unattended and I will know where my laptop is at all times.
3. I will never loan out my laptop to other individuals.
4. I will charge my laptop's battery at home on a daily basis.
5. I will keep food /beverages away from my laptop as they may cause damage to the computer.
6. I will not disassemble any part of my laptop or attempt any repairs.
7. I will protect my laptop by only carrying it while in the bag provided or an approved case.
8. I will use my laptop computer in ways that are appropriate and educational.
9. I will not place decorations (such as stickers, markers, etc.) on the District laptop.
10. I understand that my laptop is subject to inspection at any time without notice and remains the property of the Tri-Valley School District.
11. I understand that state issued email is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the proper authorities
12. I will follow the policies outlined in the Laptop Handbook and the Tri-Valley School District Acceptable Use Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts not covered by warranty or accidental damage protection.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, keyboard, screen, battery, or laptop case in the event any of these items are lost or stolen.
16. I agree to return all issued equipment, complete and in good working condition, at the end of each school year.

Student Name: _____ **(Please Print)**

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____