

Laptop Policy, Procedures, and Information

Lennox School District 41-4

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General Information

Laptop Specifications

Each student will receive the following laptop model:

Dell Latitude 3340 13inch	Dell Latitude 3580
4GB RAM	4GB RAM
500GB HD	500 GB HD
NextGen I3 Processor	Intel I3 Processor

Receiving Your Laptop

Laptops will be distributed each fall at the beginning of the school year. Should a student and parent be unable to attend, they must schedule a time prior to those dates. Parents and students must sign and return the **Laptop Computer Protection Plan, Use of Technology Resources Policy, and Student Pledge** before a laptop will be issued.

Each student must pay **\$40.00** to cover insurance. Qualified families may be eligible for scholarships for this program. Inquiries may be made at the Lennox High School office. The **Laptop Computer Protection Plan** outlines the insurance policy to protect the laptop investment for the school district. Please review the **Laptop Computer Protection Plan** included in this handbook.

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 they are enrolled at Lennox High School.

Physical Care of the 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 taken to the Help Desk located in room A114.

Precautions

- No food or drink is allowed next to laptops when in use or in a backpack.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop and removed when in the case.
- The laptops should not be carried while the screen is open.
- Laptops should be shut down before moving them to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Lennox School District.
- Laptops must never be left in a car or any unsupervised area including unsupervised lockers.
- Students are responsible for keeping their assigned laptop battery charged for each school day.

Transporting Laptops

The sleeves/bags provided with the laptop have sufficient protection to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops should always be within the sleeve/bag when carried.
- The laptop must be turned off before placing it in the carrying case.

Laptop Display Care

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

- Do not lean or place anything on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the display.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the display with a soft, dry cloth or anti-static cloth.

Laptop Use at School

Laptops Left at Home

If students leave their assigned laptop at home, they must immediately phone parents to bring them to school. Repeat violations of this policy will result in disciplinary action.

Laptop Undergoing Repair

Loaner laptops may be issued to students, if available when they leave their assigned laptop for repair at the help desk.

Charging Your Laptop Battery

Laptops must be brought to school each day in a fully charged condition. Students need to charge their assigned laptop each evening. Repeat violations of this policy will result in disciplinary action listed under the consequences.

In cases where the use of the laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in some classes but should not expect this service.

Screensavers/Desktop Pictures

- Inappropriate media may not be used as a screensaver or desktop background.
- The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, pictures or anything deemed inappropriate by staff will result in disciplinary actions per the Lennox School District discipline matrix.

- Passwords on screensavers may not be used. Hard drive passwords are forbidden. If used, the student is responsible for the cost of replacement hardware.

Sound

The sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Absolutely no music is allowed on the computers unless permission is given for instruction use by a teacher.

Printing

Students may use printers designated for student use. However, all care will be taken to minimize the use of printers. Excessive use or abuse of printers will result in the loss of printer privileges and may result in consequences per the Lennox School District discipline matrix.

Unacceptable Configurations or Use

No student shall try to hack, workaround, or override any laptop configurations. Use of the laptop with malicious intent is prohibited.

File Management

Saving Information

Students will not have automatic backup capabilities on their home directory. All work shall be saved to network drives or removable storage, not on the laptop hard drive. **Data in any form on any district computer is not private and is accessible to Lennox School District officials at any time.** Students may have access to some shared directories depending on use and staff requests.

Additional folders in the home/network directories may be created or added for the student.

Saving Data to Removable Storage Devices

Students should backup all of their work at least once per day using removable file storage. Purchase of these devices is the responsibility of the student. The school district is not responsible for loss, theft or damage of removable storage. If a student is found to be abusing the use of removable storage devices, the privilege may be revoked or restricted.

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 not submitting work.

Software on Laptops

Originally Installed Software

The software originally installed by the Lennox School District must remain on the laptop in usable condition and be easily accessible at all times.

The laptop is supplied with the software approved by the technology department. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software is deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

Additional Software

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their assigned laptop. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

- Any additional software must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- Students are not allowed to install any software not provided by the district on any assigned laptop without the written permission of the system administrator. This permission may be withheld for any reason.
- Students are responsible for ensuring that only software that is licensed to their assigned laptop is loaded onto their computers.
- Violent games and computer images containing obscene or pornographic material are banned.

Inspection

Laptops assigned to students are subject to random inspection at any time without notice either in person or remotely.

Procedure for Reloading Software

If technical difficulties occur or illegal or unapproved software is discovered, the hard drive will be reimaged. Authorized software will also be installed at this time. The school does not accept responsibility for the loss of any software deleted due to a reformat and reimage. The student is responsible for any costs associated with reloading software in the event unapproved software is discovered on a student's assigned laptop.

Software Upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed and are required to upgrade their software from the school's network periodically.

Acceptable Use

General Guidelines

1. 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 Lennox School District.
2. Students are responsible for the ethical, approved and educational use of the technology resources of the Lennox School District.
3. Access to the Lennox School District technology resources is a privilege and not a right. Each employee, student, parent, patron or visitor accessing school district technology resources will be required to follow the **Use of Technology Resources Policy**.
4. Transmission of any material that is in violation of any Lennox School District, federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, any material defaming another person, and computer viruses.
5. Any attempt to alter data, the configuration of a school district 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. In addition, such action may be in violation of state criminal code and may be reported to law enforcement authorities.

Privacy and Safety

Do not go into chat rooms or send chain letters without the written permission of a teacher or administrator of the Lennox School District.

Do not open, use, or change computer files that do not belong to you.

Do not reveal your full name, phone number, home address, social security number, credit card numbers, password(s) to other people.

Remember that storage in any form on any Lennox School District system is not private or confidential.

If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify a teacher or an administrator immediately so that such sites can be blocked from further access. This is not a request; it is a responsibility. You will be culpable should you not report this event immediately.

Legal Property

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 district administrator.

Plagiarism is a violation of the Lennox School District policy. 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.

Use or possession of hacking software is strictly prohibited and violators will be subject to consequences in the Lennox High School Discipline Matrix. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, can result in criminal prosecution as well as disciplinary action by the Lennox School District.

Email

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting during class without permission from the instructor.
- Email accessed from an assigned computer or the district system is subject to inspection by school officials any time.

Consequences

The student in whose name a system account or computer hardware is issued will be responsible at all times for its appropriate use. Noncompliance with the policies of the Laptop Handbook or Use of Technology Resources Policy will result in disciplinary action as outlined in the Discipline Matrix.

Electronic mail, network usage, and all stored files are not considered confidential and may be monitored at any time by designated Lennox School District staff to ensure appropriate use. The Lennox School District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by Lennox School District policies and proper authorities will be given access to the content.

A student who has intentionally damaged three computers in a year will no longer have access to a computer for the remainder of the year.

Protection and Storage of your Laptop Computer

Laptop Identification

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

- Record of the serial number and inventory tag
- Individual user account name and password
- Computer name

Password Protection

Students are expected to password protect their assigned laptop. All passwords on assigned laptops will be provided to the system administrator upon request.

Storing Your Laptop

When students are not monitored laptops, they should be stored in a locker or locked classroom. Nothing should be placed on top of the laptop when stored in the locker. Students are encouraged to take their assigned laptop home every day after school, regardless of whether they are needed. Laptops should not be stored in a student's vehicle at any time.

Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas.

Unsupervised areas include, but are not limited to: the school ground and campus, the cafeteria, concourse, 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 Principal's office. Disciplinary action may be taken for leaving your laptop in an unsupervised location. Refer to Consequences.

Claims

All insurance claims must be reported to the Technology Help Desk. 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 including damage by fire will be turned over to the police and insurance company for investigation and possible prosecution. A student making a false report will also be subject to disciplinary action as outlined in Discipline Matrix.

The Lennox School District will work with the LINCOLN/TURNER county sheriff's offices to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

Laptop Technical Support

The Technology Help Desk is located in room A114 and coordinates the repair work for laptops.

Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner laptops and batteries

Laptop FAQ's

1. **Can I use the laptop computer and software throughout my career at LHS?**

Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at LHS. The available software will be usable in the upper level as well as entry-level coursework. Of course, just as upper-level courses require different textbooks, you may need additional software as you move through the curriculum.

2. **What if I already have another model or brand of a laptop computer?**

You will be required to use the school district issued laptop for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Lennox School District is also limited to provide maintenance service or assistance for only the school-issued laptop. For these reasons, other laptop computers will not be used on the Lennox School District network.

3. **Can I have my laptop computer this summer?**

No. All laptops will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their assigned laptop again at their orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and LHS's policy regarding the ethical use of computers.

4. Where do I find a service technician?

Lennox High School has staff working throughout the district. If one is not available you can drop it off at the Help Desk and fill out a service ticket.

5. What about insurance against theft or breakage through carelessness?

Your laptop computer is very portable and very valuable, making it an attractive target for thieves. Therefore, the Lennox School District laptop protection plan is recommended. The protection covers the laptop for a \$50 payment. You are responsible for the replacement of your assigned laptop if it is deemed lost or damaged beyond repair due to negligence on your part. The best insurance is to take care of your laptop. Do not leave your laptop in the building, classroom, concourse, or car unattended. Always know where your laptop is! Above all, take your computer home each night.

6. Does LHS provide maintenance on my laptop computer?

Yes. The Technical Services Help Desk staff will coordinate maintenance for students. Students enrolled at LHS will be covered by a maintenance agreement for items described in the warranty agreement and Accidental Protection Plan. Please consult the warranty agreement so that you understand what is and what is not covered.

7. What will I do without a computer in my classes if my laptop unit is being repaired or while I am replacing it if it is lost or stolen?

Lennox High School stocks a limited number of laptop computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit in the computer lab, the same area where you will go for service on your laptop computer. If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.

8. Do I need a printer?

You need not own one since printers are located conveniently at Lennox School. However, abuse of printer privileges may result in the loss of those privileges.

9. How do I connect to the Internet at home?

You may connect to the Internet using a wireless Ethernet connection. If you maintain a wireless home network, you must set the laptop to connect to your wireless connection.

10. Will there be facilities to back up the files I create on my laptop?

It is recommended that students use a USB flash drive to back up all files.

11. What if I want to add options to my laptop later?

Only the Lennox School District is authorized to add options, software, and upgrades to your laptop computer.

12. What if I want to run another operating system on my laptop?

Only the operating system chosen by the Lennox School District will be authorized to run on a student-issued laptop computer.

13. Will I be given a new battery if mine goes bad?

The laptop battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance.

14. What has the school done to help prevent students from going to inappropriate sites?

It is the policy of Lennox School District to, in good faith, attempt to prevent: (a) user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) unauthorized access and other unlawful online activity; (c) unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Lennox District has a software product which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal's Office. In addition, teachers may make use of provided software to monitor student activity at all times.

15. Are Student Laptops subject to school "snooping"; what if they bring their assigned laptop in for repairs and "objectionable data" is detected?

Inappropriate material on laptops should be reported to the classroom teacher, principal, or Help Desk immediately upon identification. Students who have "objectionable data" on their assigned laptop but have failed or chosen not to report it, will be referred to the Principal's Office.

16. If the accessories to my laptop are lost or stolen, how much will it cost to replace them? In the event that laptop accessories are stolen, you should report the lost items to the Help Desk or Principals' office. The cost to replace specific accessories dependent upon the cost of the part and or labor of work performed by staff or vendors.

Appendix A - Use of Technology Resources Policy

Purpose

The Lennox School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Lennox School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Lennox School District.

Definition – Technology Resources

The Lennox School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations

The use of the Lennox School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Lennox School District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in the Lennox School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions set forth in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Lennox School District's discipline matrix shall be applied to student infractions.

User Terms and Conditions

The use of Lennox School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational or research purposes consistent with the mission, goals, and objectives of the Lennox School District along with State & Federal regulations. In compliance with federal law, the School District shall make reasonable effort to restrict access to inappropriate materials and shall monitor the online activities of the end users in the school environment.
2. User accounts are considered the property of the Lennox School District. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user accounts ARE SUBJECT TO EXAMINATION AT ANY TIME FOR ANY REASON, users should not expect that anything stored on school computers or networks will be private.
3. Prohibited technology resources activities include, but are not limited to, the following:
 - a. Computer Laptop Violations:
 - i. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

- ii. Downloading or transmitting game, music, or video files using the school network.
- iii. Vandalizing, damaging, or disabling property of the school or another individual or organization.
- iv. Accessing another individual's materials, information, or files without permission.
- v. Using the network or Internet for commercial, political campaign, or financial gain purposes.
- vi. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- vii. Promoting or soliciting for illegal activities.
- viii. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- ix. Violating copyright or other protected material laws.
- x. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- xi. Intentionally wasting school resources.
- xii. Installing any software on and district equipment without written authorization.

Minimum Consequences: (not limited to)

DISCIPLINARY ACTION - According to Lennox Discipline Matrix. May also result in home privileges suspended or specific access suspended.

- b. Computer Network Violations:
 - i. Attempting to log on to the Internet or network (servers, routers, switches, printers, and firewall) as a system administrator or as any person other than yourself.
 - ii. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials or otherwise harassing any other person.
 - iii. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources or installing any software on district equipment without written permission.
 - iv. Creating, uploading, or transmitting computer viruses.
 - v. Attempting to defeat computer or network security.

Consequences: Suspension of a laptop computer, referral to law enforcement authorities, and possible short term or long term suspension or recommended expulsion from school.

- 4. Lennox School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from the use of the service or the accuracy or quality of the information obtained on or by the network. Access to

the network is provided on an “as is” basis without warranties of any kind. Neither the School District nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person’s account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the School District explicitly agrees to pay.
6. Any security or equipment problems arising from the use of technology resources must be reported to the Help Desk or Principal’s Office.
7. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.
 - a. Computer batteries must be charged and ready for school each day.
 - b. Only labels or stickers approved by the Lennox School District may be applied to the computer.
 - c. Computers that malfunction or are damaged must first be reported to the Help Desk. The School District will be responsible for repairing computers that malfunction due to hardware defects.

Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.

Accidental laptop damage: Students who have recorded 3 or more instances of accidental laptop damage may be asked to check their assigned laptop in at the Help Desk after school. Laptops may be checked out again before classes begin the next day. Special permission to take a laptop home for class work may be permitted by the student’s teacher.

- d. Computers that are stolen must be reported immediately to the Principal’s Office and the police department.
- e. Individual school laptop computers and accessories must be returned to the LHS Help Desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at LHS for any other reason must return their individual school laptop computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at LHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer. Failure to return the computer will result in a grand theft report being filed with the Lincoln County Sheriff’s Office.

Furthermore, the student will be responsible for any damage to the computer, consistent with the Lennox School District’s Laptop Computer Protection plan and must return the computer and accessories to the Help Desk in satisfactory condition. The student may be charged a fee for any needed

repairs, not to exceed the replacement cost of the computer, if the damage was due to negligence of the student.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Appendix B - 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.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop including in backpack since they may cause damage to the computer.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in the bag provided.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District laptop. However, if I have a Speck case I may attach decorations deemed appropriate by the district to the Speck case.
11. I understand that my laptop is subject to inspection at any time without notice and remains the property of the Lennox School District.
12. I will follow the policies outlined in the *Laptop Policy, Procedures, and Information Handbook* and the *Use of Technology Resources 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 covered by insurance.
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, battery, or laptop case in the event any of these items are lost or stolen.
16. I agree to return the District laptop and power cords in good working condition.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Appendix C - Laptop Computer Protection Plan

Laptop Computer Protection

The Lennox 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 and insurance.

Computer Manufacturer Warranty

This coverage is purchased by the Lennox School District as part of the purchase price of the equipment. The Apple warranty covers the laptops from defects in materials and workmanship. This limited warranty covers the normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

Insurance for Damage, Theft, Loss or Fire

Users will be covered by the school's self-insurance program for a \$40 fee, with a \$100 deductible on all damages. Users who qualify for Free and Reduced Lunch may have their \$40 insurance waived upon request by the district but would still be responsible for the \$100 deductible if any damage would occur.

Additional Information

In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire 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.

Intentional Damage

Students/Parents are responsible for full payment of intentional damages to laptops. Warranty, Accidental Damage Protection, or School District Laptop

Protection **DOES NOT** cover intentional damage or loss of the laptops.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Signature _____ Date: _____

Cash _____ Check _____

Computer Insurance Sign-off Sheet

Lennox High School is a one-to-one computer school. All of our students will be issued a computer to use during their high school career. Each computer will need to be insured, so we will be offering the following options to you. This form will need to be signed and returned to the school before a computer will be issued to your student.

Note: If a user damages three computers in one school year, the user will not receive a replacement for the remainder of the school year.

Please check one of the following options and sign below:

___ I will be using the school's self-insurance program. (User fee \$40.00 with a \$100.00 deductible on all damages).

___ I will qualify for the scholarship program based on Free and Reduced Meal application. (No fee charged but the \$100.00 deductible for damages will be the responsibility of the parent.

If you have any questions, please call Lennox High School at 647-2203.

(Name of Student)

(Name of Student)

(Name of Student)

(Parent Signature)

(Date)