

Colorado Career Academy Laptop Agreement 2016-2017

Terms of Laptop Loan

Colorado ISD is proud to have Colorado Career Academy/Colorado High School, where every student will be issued a District-owned laptop for as long as they are a current student and enrolled in college or career certification classes. As a part of this program, each student will be receiving a laptop with the following configuration package:

HP 350 Business Laptop

- Hp 350 15.6 in., with Intel Core I-5 processor and Windows 8.1 Pro
- 500 GB Hard Drive
- 8 GB of RAM
- DVD+/-RW SM Optical Disk Drive
- Integrated WebCam
- Network/WiFi ready

The laptop is intended for educational purposes only, and will be issued upon the student and parent/guardian's signed acceptance of the terms of this Parent/Student Laptop Handbook, Colorado ISD Internet Acceptable Use Agreement and the Student Code of Conduct.

Terms

Each student is required to comply at all times with the CCA/CHS Parent/Student Laptop Handbook, Colorado ISD Internet Acceptable Use Agreement, and Student Code of Conduct incorporated herein by reference and made a part of hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and Colorado ISD may repossess the property.

Title

The legal title to the property is in Colorado ISD name. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Parent/Student Laptop Handbook and your signature(s) on the Agreement Form.

Loss or Damage

If the property is damaged, lost or stolen, you are responsible for the cost of repair or its fair market values on the date of loss. The fair market value will be determined at the time of the loss which will include but not be limited to replacement cost and the age of the laptop. Loss of or theft of the property must be reported to CCA/CHS by the next school day after the occurrence. A table of estimated pricing for various repairs is included in the Parent/Student Laptop Handbook to which reference is hereby made.

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Care of Equipment

The student will exercise all due and reasonable care in handling the use of the laptop and associated peripherals and agrees to return the equipment in good condition at the end of the school year. CCA/CHS accepts and acknowledges reasonable and normal wear and tear of the laptop over the course of its useful life. Below are a few examples of normal wear and tear in which student/parents would not be held responsible. These are examples and are not limited by the list; the normal wear will be determined by CCA/CHS personnel at the time of check-in.

- Laptop battery cannot retain an acceptable charge and needs to be replaced.
- Laptop lids are worn around the edges due to continuous opening and closing.
- Aesthetic scratches that occur on the laptop.
- Fading of the back light on the LCD screen of the laptop due to normal use.

Non Compliance

If you do not fully comply in a timely manner with all the terms of this Agreement including the timely return of the property or failure to produce laptop in the event of a random check, the District shall be entitled to declare you in default and come to your place of residence or other location of the property, to take possession of the property.

Each student must maintain a grade of 70 or above in any enrolled college dual credit, technical certification class, or any tested EOC class. Students that do not maintain a 70 or above will be required to use the laptop at school only and will not be allowed to take their laptop home until they have a grade of 70 or above. Each student will also be required to attend at least one tutorial session per week until passing.

If at any time you no longer are enrolled in any college classes or technical certification programs you will also be limited to school use only.

Terms of Agreement

Your right to possess and use the laptop terminated no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District. If it is necessary to use the laptop over the summer a separate Summer Check out Policy is required.

Appropriation

Your failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

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Laptop Replacement Fees

Students are required to follow the procedures defined below:

- Students of 10th through 12th grades will take possession of their assigned laptop during registration upon returning the Laptop User Agreement Form signed by both student and parent. Students of 9th grade will take possession of their assigned laptop during a required meeting on the first day of school and upon returning the Laptop User Agreement Form signed by both student and parent. Each student will check the laptop in no later than the last day and /or scheduled set date of the current school year or upon withdrawal from the District.
- In case of theft, vandalism, and or other criminal acts, the student and/or parents **MUST** file a report first with the School District to determine if there is a need to file a police report with the local Police Department within 24 hours of the occurrence. After reporting the occurrence to the appropriate personnel at CCA/CHS and it is determined necessary all incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school for verification.
- If the laptop is stolen or lost, students/parents are responsible to pay for the full amount of the replacement.
- Student will be charged the full price of the laptop if they deliberately damage and/or vandalize **ANY** laptop.
- Students/Parents are responsible for the reasonable cost of repair for accidental damage to laptops.

Table of Estimated Repair Pricing

ITEM	REPAIR COST
Total Laptop Replacement	\$650
Broken Screen	\$255
Laptop Keyboard	\$85
Power Adaptor + Cord	\$75
Laptop Battery	\$99
Protective Sleeve for Laptop	\$25

The cost of any other parts needed for repairs will be based on manufacturer's current price list. Estimated repair costs will be enforced for all items not covered under the original manufacturer's warranty purchased with the laptop.

Payment Plan

If a student is required to pay any laptop fees due to loss or damage, and is unable to pay the full amount, a payment plan can be created between the student's parents and the school.

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If a student owes money for computer repairs or missing parts, they will be required to check out and check in their laptop daily until the fee is settled with the school. Students may also have their diplomas held and discretionary permission from the Principal may be denied for school sponsored events.

Please contact Mrs. Ann Bazany or Mr. Mark Merrell at 325-728-3424 to make arrangements for repayment. A payment must be made weekly or as agreed upon by Mr. Merrell, CHS Principal.

Student Success at CCA/CHS

CCA/CHS is committed to a student being able to continue with his/her work when his/her laptop is experiencing problems. To assist with this matter, CCA/CHS will provide the following:

- Access to a computer at the campus for completion of assignments while laptop is being repaired.
- OR**
- A loaner laptop.

No Loaning/Borrowing Laptops

- Students are **PROHIBITED** from loaning their assigned laptop to other students.
- Students are **PROHIBITED** from borrowing a laptop for any other students.
- Students are **PROHIBITED** from sharing passwords or usernames with other students.

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District Network. We are CIPA compliant and use Lightspeed filtering system to restrict such sites. Students may or may not be protected at home. Students are in violation of District policy if they access these sites through proxies or by any other means. Parents may want to restrict their home access. For more information about Internet safety go to: http://www.isafe.org/outreach/media/media_tips.

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General Laptop Rules

Student Email

All students participating in a college or certification programs are required to have a GMAIL account. This will be a personal email account that will be used for school/college related correspondence. Even though this will be a personal email account that can be used once the student has graduated there are some restrictions. The email username and password must remain the same throughout the program enrollment. Each student must present username and password to CCA/CHS before a laptop will be assigned. Although the email account will not be monitored it may at random be scanned for any inappropriate use.

Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions in accordance with district policy.
- Passwords on screensavers and power on screens are **NOT** to be used.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones can be used unless it becomes a distraction and is impacting the instructional process. Headphones may not be worn while teacher is giving instruction.
- Headphones will not be provided by CCA/CHS. They will need to be obtained by the student.

Laptop Configuration/Deleting Files

- Students may not alter the configuration of the computer in any way.
- Students are NOT to delete any folders or files that they did not create or that they do not recognize. Deletion of certain files will result in a computer failure and will interfere with the ability to complete class work and may affect student's grades.

Music, Games or Programs

- The possession of any content (music, pictures, movies, games, etc.), which may be construed as profane, pornographic, or offensive, will result in disciplinary action as defined by CISD Student Code of Conduct.
- Any video game (including web-based and widget games) or movies are prohibited unless directly related to a school activity or assignment.
- ALL software loaded on the laptop system must be District approved.

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Social Networking Sites

- All Social Networking websites (Facebook, Twitter, etc.) are strictly prohibited from being accessed during school hours. These sites are blocked by the Lightspeed system and if found being accessed during school hours on laptops, the laptop may be picked up for inspection. Privileges may be revoked if there is reasonable evidence that these sites were accessed by a proxy.

Unauthorized Access

- Access to another user's account or laptop without their consent or knowledge is considered hacking and is unacceptable and in violation of the District's Acceptable Use Policy.

Laptop Identification Tag and Number

- All laptop and laptop sleeves will be marked with a student laptop identification number. All identification numbers and tags must remain unmarked, undamaged, and visible at all times.

Monitoring

- Laptops will be monitored during class time and are filtered as required by the Child Internet Protection Act. Laptops will be checked on a regular basis to check for violations.

Violations

Violations of the CISD Internet and Technology Acceptable Use Policies that are not directly related to class projects could result in the following actions:

- A conference between principal, parent, and student.
- A student's laptop access will be suspended for 3 days.
- OCS or DAEP placement.

Transporting Laptops

- Laptops must be transported in the protective sleeve assigned with the laptop at all times.
- Students participating in Athletics, Band, and other UIL activities will be responsible for securing their laptops
- To prevent hard drive damage, laptops need to be completely shut down when not in use.

Colorado Career Academy/Colorado High School Laptop User Agreement Form

Understanding Responsibilities: *Students and parents, please initial each statement to indicate that you understand what is being asked of you.*

____ I understand it is my responsibility to properly take care of the laptop while it is in my possession.

____ I understand there may be financial costs if the laptop/accessories are damaged, lost or stolen.

____ I understand my privilege of using a laptop may be revoked if:

- I leave my laptop in an unsecured area including unlocked car or vehicle.
- I purposefully damage my laptop.
- I lend my laptop to another person.
- My laptop is involved in recurring reckless activity.
- I disregard CCA/CHS Internet and Technology Acceptable Use Policies.
- I use my laptop for any activity other than is specified in the Handbook.

____ I understand my laptop will be periodically checked for any misuse or damage.

____ I understand my grades in any enrolled college dual credit course, technical certification course, or any tested EOC course must be a 70 or above to keep my take-home privileges. If my grades fall below a 70, I may be required to leave my laptop at school for school use only.

____ I understand I will be required to attend at least one tutorial session a week until my grade rises to a 70 or above.

____ I understand it is my responsibility to return the laptop/accessories provided to me on the date designated at the end of the school year or if I withdraw from CCA/CHS.

Our initials above and signatures below indicate that we have read and understand all components of the Laptop Loan Program and User Agreement.

Student name (print): _____

Student Signature: _____

Parent name (print): _____

Parent Signature: _____

Date: _____

(Optional) ____ My child **may not** bring their assigned laptop home. They must leave it at school.

**Colorado Career Academy/Colorado High School
Laptop User Agreement Form**

School/Office Use Only (Do Not Fill Out Below This Line)

Name of Laptop Issued:

CHS-YCC-

Serial # of Laptop Issued:

Date Laptop Issued:

Date Laptop Returned:

Comments/Issues/Service Records: