



Forsyth R-III School District

# Student/Parent Laptop Handbook

2023-2024



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## Terms of Forsyth R-III School Laptop Use Agreement

*By using or taking possession of a laptop owned by Forsyth R-III School, a user and their parents/guardians are agreeing to comply with these Terms of Laptop Use Agreement, \*Forsyth R-III School District Technology Usage Policy EHB & EHB-AP, and the expectations detailed in the Student/Parent Laptop Handbook.*

*\*District Tech Usage Policy found at: [www.forsythpanthers.org](http://www.forsythpanthers.org) > Central Office > District Policies > Forsyth R-III MSBA Policies*

### **Terms of Agreement**

Student laptops and the necessary accessories are provided by Forsyth R-III School to qualifying students at a cost of \$30 per school year. **Students will receive a reduced laptop cost by completing a free/reduced lunch application. Students do not have to qualify for free/reduced lunch to receive the reduced laptop usage rate, the rate is accessible by submitting a completed application. Those students that complete a free/reduced lunch application will receive a rate of \$10 per school year.** The maximum cost per family is the price of 2 laptops, \$60 per school year or \$20 per school year for those that apply for free or reduced lunch. If used in compliance with all expectations detailed in this handbook and district Technology Usage Policy EHB and EHB-AP and then returned without damage as described in the "Repair Costs" section below, no fees or financial obligations are issued at the time of return of the borrowed property. A user's right to use and possess the borrowed property terminates no later than the last day of the school year unless earlier terminated by the District for noncompliance, terminated upon withdrawal from active enrollment in the District, or terminated due to a change in schedule/attendance arrangement that no longer results in the user physically attending at least one class regularly on the campus of Forsyth R-III School.

### **Title**

The legal title to the borrowed device belongs to Forsyth R-III School and shall at all times remain as such. Your right of possession and use of the borrowed device is limited to, and conditioned upon, your full and complete compliance with the expectations detailed in the Student/Parent Laptop Handbook and the district's Technology Usage Policy EHB & EHB-AP. Because the borrowed device is the property of the school district, it is subject to monitoring of use and search of contents at any time. There is no expectation of privacy in use or data stored on a district-owned device.

### **Loss or Theft**

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property. In a case of complete loss, the borrower agrees to pay replacement cost. In the case of loss or theft occurring at school, the borrower must report the incident to a school resource deputy and technology department personnel of the appropriate building within two school days of the occurrence. In the case of loss or theft occurring away from school, the borrower must report the incident to the law enforcement officials of jurisdiction within 48 hours of the occurrence and then provide documentation of the aforementioned law enforcement report to technology office personnel of the appropriate school within two school days of the occurrence. Failing to report loss or theft in the manner described here will result in the missing property being categorized as lost

rather than stolen and the student/parent/guardian will assume full responsibility for the loss of the device and the corresponding financial obligation for the replacement costs of the lost property.

If the device is lost or stolen and the proper reporting is completed (see previous) the student/parent is only responsible for the deductible for the lost or stolen device of \$100 per occurrence. The district will subsidize the remainder of the replacement cost. The district is self-insured for all the student used laptops. Therefore, any revenue received from the student/parent lost or stolen deductible policy will be placed in the device insurance fund to help offset the cost to the district. This is intended to keep the initial student usage cost at a minimum.

### **Damage**

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, care, and proper use of the borrowed property. In case of accident, fire, flood, or careless handling of the property, the borrower agrees to assume full responsibility for the damaged device as deemed necessary by the school district. In the case of damage to a borrowed device, the user must report a potentially damaging incident to the help desk station district personnel within two school days of the occurrence. Failing to report damage or potentially damaging incidents in the timely manner described here will result in a financial obligation for the student/parent/guardian in the amount of repair costs for the damaged property. A list of common repair costs is found on page 3 of the Student/Parent Laptop Handbook.

If the device is damaged and the proper reporting is completed (see above) the student/parent is only responsible for costs up to the deductible of \$50 per occurrence. The district will subsidize the remainder of any cost over the deductible for repairing the device. The district is self-insured for all the student-used laptops. Therefore, any revenue received from the student/parent damaged deductible policy will be placed in the device insurance fund to help offset the cost to the district. This is intended to keep the initial student usage cost at a minimum.

Any damage that is determined by the district to be caused from normal wear and tear of the device will be repaired at no cost to the student/parent.

### **Repossession**

If you do not fully comply with all terms of the Student/Parent Laptop Handbook and district Technology Usage Policy EHB & EHB-AP, including the timely return of the property, Forsyth R-III School shall be entitled to declare you in default and come to your place of residence, or other location of the device, to take possession of the property.

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*\*District Tech Usage Policy found at: [www.forsythpanthers.org](http://www.forsythpanthers.org) > Central Office > District Policies > Forsyth R-III MSBA Policies*

### Appropriation

Your failure to return the property within 48 hours without the District's consent may be considered unlawful appropriation of the District's property. If not returned within this timeline it will be turned over to the appropriate law enforcement agency.

### Student Usage Cost

Student laptops and the necessary accessories are provided by Forsyth R-III School to students at a cost of \$30. They will be provided for students who complete the free/reduced lunch application at a cost of \$10 per school year. Those students that qualify for free or reduced lunch price will also be charged a cost of \$10 per school year. The maximum cost per family is the price of 2 laptops, \$60 per school year or \$20 per school year for those that apply or qualify for free or reduced lunch. If used in compliance with all expectations detailed in this handbook and district Technology Usage Policy EHB and EHB-AP and then returned without damage as described in the "Repair Costs" section below, no fees or financial obligations are issued at the time of return of the borrowed property.

### Replacement Costs

- A student/parent/guardian is only responsible for cost of replacement of a lost laptop if the loss of the borrowed property is not reported according to the "Reporting Loss/Damage" section found on page 4 or the borrowed device is lost as the result of handling, storing, or using in a manner not in compliance with the "Security, Storage, and Transport" guidelines found on page 4.
- The replacement cost of a lost laptop is based on the cost of a replacement device according to the partnership lease/purchase terms. Replacement costs for the current model is \$349.00.
- A student/parent/guardian is fully responsible for the replacement cost of any laptop accessories lost while in their possession.
- Replacement costs of laptop accessories are based on the price for which Forsyth R-III School purchases replacement accessories from 3<sup>rd</sup> party vendors.
- Student/Parent replacement cost is explained under "Loss or Theft" on page 2.

### Repair Costs

- Repairs will be made to a borrowed device if the nature of the damage makes the device inoperable or leaves the device in a state where the damage is likely to increase after redistribution.
- A student/parent/guardian is responsible for cost of repair of a damaged laptop if the damage to the borrowed device is the result of deliberate abuse or neglect, abuse or neglect not reported as detailed in the "Reporting Loss/Damage" section found on page 4, or failure to comply with the "Handling, Care, and Use" and/or "Security, Storage, and Transport" expectations found on page 4.
- Replacement costs of laptop accessories are based on the price for which Forsyth R-III School purchases replacement accessories from 3<sup>rd</sup> party vendors.
- Student/Parent repair costs are explained under "Damage" on page 2.

### Table of Estimated Repair/Replacement Pricing:

Loss, Deliberate Damage, or Neglect	Costs
Broken Screen	\$162
Power Adapter + Cord	\$28
Battery	\$16
Approved Backpack or Sleeve	\$22
Bottom Base	\$9
Palm Rest w/ Keyboard	\$65
Lid	\$36
Full Laptop Replacement	\$349

The costs of any other parts needed for repairs will be based on manufacturer's current price list.

### Special Accommodations / Restricted Access

- **Parent/Guardian-Initiated Accommodations:** It is the belief of Forsyth R-III School that every student should be granted equal access to the resources provided by the school district for learning. It is not the district's recommendation that a student be restricted access to any learning resource that is granted to all other students. If circumstances outside of school call for a student to have limited or restricted access to district-provided resources, a written request by the student's parent/guardian, in collaboration with a school administrator, must be placed on file with the particular school from which the parent/guardian is requesting the special accommodation. If the request is initiated by parent/guardian, then approved by a school administrator, and placed on file with the school's technology department, a student may be granted "as needed only" or "by teacher request only" access to their laptop, rather than having it issued permanently into the student's possession. You will be allowed usage of a district desktop.
- **Administrator-Initiated Accommodations:** Noncompliance with the expectations of the Student/Parent Laptop Handbook or violation of the district Technology Usage Policy EHB & EHB-AP can result in the loss of privilege with, or restricted access to, district-provided technology as a consequence for misuse or a safety measure for a particular student. If this is the case, a school administrator will collaborate with the student and parent/guardian to make arrangements that may deny or restrict access to the resource in question. The use of Forsyth R-III School technology is a privilege rather than a right and can, therefore, be taken away from a user who has displayed a pattern of behavior that is considered by an administrator to be potentially unsafe or unhealthy for the user, other students, staff, the technology itself, or the learning environment.

### Handling, Care, and Use

- You are responsible for all media, Internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all software or applications accessed via the assigned laptop. Do not allow other users to use the laptop assigned to you.

- The laptop is only for creation of, storage of, access to, and consumption of school-related and school-appropriate content. Do not access, store, create, consume, or share unauthorized or inappropriate content with the laptop.
- Make sure you start each school day with a fully charged battery on the laptop.
- Make sure the device logs on to the school district's network regularly to receive necessary updates that are critical to keeping the device safe and operational.
- Make sure nothing is ever connected to, or inserted into, any of the ports and/or connectors of the laptop that are not intended for that particular port or connector.
- Make sure the device is never exposed to liquids or other foreign substances, including drinks, paint, ink, glue, cleaners, polishes, or any type of health/beauty aid (lotion, nail polish, perfume, soap, shampoo, etc.)
- Make sure the surface of the device is not altered or defaced. Do not decorate the assigned device or remove labels, stickers, or tags from the device that are affixed by school district personnel.
- Make sure that only school district personnel troubleshoot, diagnose, or repair the borrowed device. Do not allow 3rd party service people to handle the assigned laptop.

#### **Security, Storage, and Transport**

- **Keep the laptop powered off, and in the protective carrying case when not in use.**
- Do not hold, lift, or suspend the laptop in the air solely by the battery or by the screen/display.
- Transport the laptop within the protective carrying case both within the school and outside of school.
- Make sure to power the laptop completely off before inserting it into the protective carrying case if it will be stored there for a duration of longer than 5 minutes.
- Handle the laptop with caution, even when in the protective carrying case. Do not throw, slide, drop, toss, etc. the laptop, even while in the carrying case.
- Relocate a laptop that is powered on, opened up, and in use for class to a secure location to be monitored by a staff member if leaving the classroom at school. Do not leave it on a small or unstable desk in a crowded classroom if you are leaving the room, even if only for a moment.
- Take the laptop home every day for nightly storage. Do not leave it in your school locker for overnight storage.
- Keep a laptop at home out of reach of younger siblings, family pets, or anyone else capable of careless handling or inadvertent damage of the property.
- You are responsible for making sure you do not share or switch the laptop, its power charger, and/or other accessories with other users.
- Power the laptop down and keep it in the protective carrying case while transporting it in a vehicle.
- Secure the laptop out of view from anyone outside of a vehicle if being temporarily stored in a parked vehicle. Do not ever store a laptop in an unlocked and/or unattended parked vehicle, even when the parked vehicle is at your residence.
- Never leave the laptop in a vehicle overnight or for an extended time period.

- Communicate with your teachers, coaches, sponsors, supervisors, etc. about ensuring that the laptop will receive secure storage if you have it at school related activities, performances, sporting events, etc.

#### **Reporting Loss/Damage**

- In the case of loss or theft occurring at school, the borrower must report the incident to a school resource deputy and technology department personnel of the appropriate building within two school days of the occurrence.
- In the case of loss or theft occurring away from school, the borrower must report the incident to the law enforcement officials of jurisdiction within 48 hours of the occurrence and then provide documentation of the police report to technology office personnel.
- Failing to report loss or theft in the timely manner described above will result in a financial obligation for the borrower in the amount of replacement costs of the lost property.
- In the case of damage to a borrowed device, you must report the potentially damaging incident to technology department personnel of the appropriate building within two school days of the occurrence.
- Failing to report damage or potentially damaging incidents in the timely manner described above will result in the user assuming responsibility of necessary repair costs for the damaged property. A list of common repair costs is found on page 3 of the Student/Parent Handbook.

#### **File Storage / Back-Up**

- Content saved on the device is not stored on a network and, therefore, is lost if a device requires repair or maintenance and cannot be recovered.
- Flash drives, SD Cards, etc. formatted as storage devices can be used on Forsyth R-III School laptops.
- Anytime a device requires repair or maintenance, all data and documents stored locally on the device will be lost.

#### **Home Network Usage**

- All Forsyth R-III School usage expectations and policies pertain to use on home networks just as they do when at school.
- Forsyth R-III School laptops are designed to work as a single, independent workstation in a home network that allows for such, either by cable or wirelessly.
- Forsyth R-III School laptops will connect to home wireless networks if the wireless network is open or only requires a network key, or pass code, to connect.
- Do not attempt to install networking software on the Forsyth R-III School laptop.
- Forsyth R-III School laptops will not work on a home network set up as "workgroup." If your home network is designed for file sharing and remote access between multiple computers all registered to the "workgroup," the Forsyth R-III School laptop will likely not work in this environment.
- Do not attempt to install or reconfigure virus protection software, security settings, firewall settings, IP configuration, or operating system defaults on the Forsyth R-III School laptop, even if your home network calls for it.



- Do not attempt to install or configure any software or device settings via a “Network Connection Wizard.”
- Many “plug and play” printers will work with a Forsyth R-III School laptop if connected directly to the laptop via USB cable.
- Printers that are set up to work on a home network as part of a “workgroup” generally will not work with a Forsyth R-III School laptop.
- If your system is wireless, there should be no issue connecting to other wireless devices away from the district.

#### **Wireless Internet Access**

- All Forsyth R-III School usage expectations and policies pertain to use on public Wi-Fi networks just as they do when at school.
- Forsyth R-III School laptops can connect to any standard Wi-Fi network or secured Wi-Fi network for which the user has the appropriate network key or pass code to connect.
- Many public destinations now offer free public Wi-Fi to its patrons that can provide your Forsyth R-III School laptop Internet access away from school.
- Forsyth R-III School laptops cannot be used with Wi-Fi networks that require installation of networking software, reconfiguration of security settings, manipulation of firewall settings, use of network connection wizards, or manually assigning an IP address.

#### **Student Use of Internet, Applications, Web 2.0 Tools**

- Students are required to use various applications throughout the school day. These could include various websites, browser extensions, and Web 2.0 tools. Some of these require student accounts and logins, while others do not. The District is committed to complying with Federal laws governing student safety and privacy while online. These Federal laws include the Children’s Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA).
- In order for the District to provide your student with the most effective web-based tools for learning, we need to abide by Federal COPPA Regulations that require parental permission. Our District utilizes several computer and web-based apps and services operated not by the District, but by third parties. These parties include: Google Apps for Education, and other similar educational programs and apps.
- In order for students to use these programs and services, basic personal identifying information, including student’s name, user name, and email address must be provided to the website operator. In many of these cases, access to these websites and resources is provided through a teacher account, and is monitored by the teacher using the resource.
- Under COPPA, these websites must notify parents and obtain parental consent before collecting personal information from children under the age of 13. However, the law permits schools to consent to the collection of personal information on behalf of all its students, thereby eliminating the need for individual parental consent given directly to each website provider.
- Your signature on this Agreement constitutes your consent for the District to provide limited personal identifying information for your child consisting of first name, last name, email address, and user name to the following educational

web-operators: Google Apps for Education, and the operators of additional web-based educational programs which the District may deem necessary during the upcoming academic school year.

#### **Content Filtering**

- Forsyth R-III School employs a 3<sup>rd</sup> party filtering application on all district computers that is updated regularly. These updates are pushed to student devices each time they are logged on to the district’s network.
- The content filter, as configured by the district and as it operates on the device in possession of a student who is using the device in compliance with the Student/Parent Laptop Handbook and the district’s Technology Usage Policy EHB & EHB-AP will restrict inadvertent access to unapproved content online and deter attempts to deliberately access unapproved content online. This does not absolve the user from attempting to access unauthorized or inappropriate sites on the Internet.
- Because of the nature of the Internet, no content filter is capable of preventing all access to all online content that is not school-related. Although the content filter will provide a degree of protection to the user and the device, the user assumes responsibility for not accessing content that is not school-related, whether blocked by the filter at that particular time or not.
- Attempts to disable, reconfigure, or circumvent the content filter is a violation of the aforementioned usage policies and can result in administrative referral for disciplinary consequences or restrictions of a student’s technology use privileges.
- Any access of online content not school-related.
- Any access of unapproved content online, whether through a district-owned device, personal cell phone, or any other personal electronic device, while at school is a violation of usage policy and prohibited.

#### **Virus Protection**

- Forsyth R-III School employs a 3<sup>rd</sup> party virus protection application on all district computers that is updated regularly. These updates are pushed to student devices each time they are logged on to the district’s network.
- The virus protection, as configured by the district and as it operates on the device in possession of a student using the device in compliance with the Student/Parent Laptop Handbook, and the district’s Technology Usage Policy EHB & EHB-AP will restrict inadvertent download of unapproved materials and deter attempts to deliberately download unapproved materials. This does not absolve the user from attempting to download unauthorized materials that can compromise a device or the network.
- Attempts to disable, reconfigure, or circumvent the virus protection is a violation of the aforementioned usage policies and can result in administrative referral for disciplinary consequences or restrictions of a student’s technology use privileges.
- Any download of unauthorized content, whether on a district device or on any personal media storage device (flash drive, SD card, CD, memory card, etc.) that connects to a school device is a violation of usage policy.

# Laptop Agreement

*(One agreement per family)*

Student Name(s)	Grade

I have read the 2023-2024 Forsyth R-III School District Student/Parent Laptop Handbook and agree to abide by its provisions.

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date