

For SMA use:

Student Name (first and last) _____ grade _____ advisor _____

Asset Tag # _____ Charger Serial _____

Insurance Rec'd Check Number _____ IT initials _____ [OR] No Insurance IT Initials _____

SMA High School Laptop User Agreement 2016-2017

This User Agreement is specific to the SMA laptop program, and is to be signed and filed at SMA along with the annual signing and filing of the general SMA Internet and Technology Acceptable Use Agreement. Please initial each section to signify that you have read it and agree to comply with each section of the user agreement. All users are bound by this policy as well as by the SMA Internet and Technology Acceptable Use Policy. **If you are providing your own laptop, you do not need to complete this form.**

RECEIVING AND RETURNING YOUR LAPTOP

Receiving the laptop

Laptops will be distributed during orientation contingent upon:

1. A student and parent signed Laptop User Agreement on file at SMA.
2. A student and parent signed Acceptable Use Agreement on file at SMA.
3. The possession of an approved laptop hard-shell case labeled with your name. These can be purchased at SMA orientation for \$20.
4. A remitted payment for insurance if that option is selected (checks written to SMA).

Returning the laptop at the end of the school year

Laptops will be returned during the last week of school/exams for the duration of the summer for service and updates. Any student withdrawing or transferring from SMA during the school year will turn in her laptop at that time. The laptops will continue to be owned by SMA unless the family chooses to buy out the remaining contract at the end of the school year or graduation.

Student initials _____

Parent initials _____

APPLE ID

Every student is required to use his/her own unique Apple ID. The Apple ID can be one that already exists or one created using the student's SMA email address. The Apple ID must not be a family/parent Apple ID. The Apple ID can be established during the initial setup and will need to be changed to a non-SMA e-mail address upon graduation.

Student initials _____

Parent initials _____

TAKING CARE OF YOUR LAPTOP

The student is responsible for the general care of her SMA-issued laptop. In the event that a laptop is damaged or not functioning properly, it must be taken to the SMA IT office to be evaluated.

General Precautions

- All users will follow this policy as well as the SMA Internet & Technology Acceptable Use Policy.
- Only use a clean, soft cloth to clean the laptop screen. No cleaning fluids.
- Do not write or draw on the laptop.
- Do not apply stickers or labels directly to the laptop. You may, however, label your laptop hard shell case as you choose. It must have your name and grade on it in an obvious location.
- Unattended laptops must be kept in a safe and secure location (i.e. lockers).
- Students are responsible for ensuring the laptop's battery is charged for every school day.

Carrying Laptops/Accessories

- Students will be expected to use hard-shell cases to protect the laptop from normal wear and tear and provide suitable means for carrying the device throughout the school. The case must cover both sides of the laptop. Cases will be available for purchase during orientation (\$20). In addition, a sleeve or carrying case is highly recommended.
- Students will be expected to provide their own earphones/earbuds with microphone.

Student initials _____

Parent initials _____

INSURANCE

Option 1: \$100/year insurance; if the laptop needs to be replaced for any reason, the insurance will cover repair or replacement for the first incident. The cost for subsequent incidents attributable to actions by the participant will be covered by the participant. For this option to be valid, payment must be remitted before the student is issued a laptop. Write checks to SMA. If a charger needs replacing, the cost is \$20.

By checking this box and remitting \$100, I am choosing the laptop insurance plan.

Option 2: no insurance; an unrepairable laptop must be replaced by the family at full cost within 2 weeks (currently \$1200)

By checking this box, I am choosing to opt-out of the laptop insurance program. I understand that I will be responsible for the full cost of repair or replacement (currently \$1200) if the device is lost or damaged beyond repair. The replacement laptop will be the property of SMA.

If either option presents a financial hardship for your family, please contact Tanya Komandt at tkomandt@smanet.org or extension 335.

Student initials _____

Parent initials _____

USING YOUR LAPTOP AT SCHOOL

The laptop is a tool for learning. Laptops are intended for students to use at school every day unless directed otherwise. Students are expected to have their laptop ready and available for every class unless they are specifically asked not to.

Laptops left at home

Students are always responsible for their course work. If the absence of the student's laptop affects the ability to participate in class or complete course work, it will be at the teacher's discretion to determine the consequences.

Charging your Laptop

Students are required to bring the laptop to school fully charged each day. Repeated failure to do so may result in the student being required to leave the laptop at school. Outlets are available to students in the building.

Content on your Laptop

No inappropriate media will be allowed on a student's laptop. This includes but is not limited to content related to weapons, pornography, inappropriate language, drugs, and alcohol. The consequences of possessing inappropriate content include and are not limited to suspension, loss of the laptop and loss of access to technology at school. St. Mary's Academy assumes no responsibility for loss of data resulting from installation of applications by the student whether intentional or accidental, including but not limited to malware, adware or viruses.

School-related, SMA community communication and social media

Harassment of any type will be handled case by case with consequences that include and are not limited to suspension, loss of the laptop and loss of access to technology at school. This includes posting pictures of fellow students and faculty without clear permission to do so.

Student initials _____

Parent initials _____

USING THE LAPTOP AT HOME

Home Internet Access

Families are permitted to configure wireless networks on the laptop at home. Internet filtering, however, is specific to the network. **Any site filtering that occurs at school will not transfer to a home network.**

Apps, music, video, and photos

- Students may download music, videos and photos from iTunes as long as the material complies with this policy and the Acceptable Use Agreement, and as long as there is sufficient memory for SMA-required apps.
- Students will be required to remove personal apps, music, videos and photos if there is insufficient memory for the SMA-required apps.

Recommendations

Families are encouraged to create their own home user agreement. Many examples can be found online at sites such as commonsensemedia.org. Parents are encouraged to set reasonable limits for gaming, text messaging and other social media exchanges.

Student initials _____

Parent initials _____

MANAGING FILES

Saving work

To backup files and make them available for any device, a student has the option of:

1. e-mailing the document to herself
2. saving to Google Drive
3. saving to Dropbox
4. backing up files to a flash drive

It is the student's responsibility to ensure that work is not lost due to accidental deletion or mechanical failure. The school will not provide automatic backup for students.

Backing up your Laptop

Students are encouraged to back up their laptop on an external hard drive using the application Time Machine. These types of external hard drives can be found for as little as \$50 at Microcenter, Costco, Best Buy or online. This is not required, though backing up a laptop onto Time Machine provides for easy restoring, if necessary.

Altering the software

Students will occasionally be asked by teachers to add software specific to the class (Geometer Sketchpad, Adobe products, etc.), which can be downloaded in the IT office. Students are expected to run updates on their software regularly (under the App Store). Software added to the laptops beyond required applications is done so at the student's own risk. Damage incurred on a laptop as a result of downloading unapproved software is the responsibility of the student.

Student initials _____

Parent initials _____

I have read and agree with the policies and procedures outlined in this document.

(Student name - printed)

(Student signature)

(Date)

(Parent/Guardian signature)

(Date)