



St. Michael Catholic School Student Laptop Agreement

The Apple MacBook is being loaned to you by St. Michael Catholic School (SMCS) and may be used for educational purposes only. To retain the privilege of using the MacBook, you must accept the following responsibilities:

- I will read and abide by the provisions of the **Acceptable Use Policy, Student Laptop Agreement, and Laptop Program Student Handbook**. I will discuss these documents with my parents/guardians.
- I will bring the MacBook to school every day and will keep it in the “Always On” protective sleeve at all times.
- I will recharge the MacBook nightly and will begin each day with a fully charged battery.
- I will take responsibility for reasonable care of the MacBook. Between classes, I will put the computer in “sleep” mode.
- I will use only use Default Screen Saver Settings.
- I will not leave the MacBook unattended.
- At school, I will only use the MacBook when in a classroom supervised by SMCS staff. I will not use the MacBook in the lunchroom, playground, hallways, or school bus/car.
- Away from school, I will only use the MacBook in a location free from food, liquid, and debris that could damage the laptop and on a flat surface. I will not travel with the MacBook or use it away from home/school without my parent’s permission.
- I will not slam or push on the lid or set objects/books on top of the MacBook.
- I will make the MacBook available for inspection by a SMCS administrator, teacher, or staff member upon request. I understand that the MacBook and its contents are the property of SMCS.
- I understand that I will be responsible for accessing inappropriate websites or other inappropriate content on the MacBook, whether at home or at school. I understand that the MacBook and its contents can be viewed by SMCS staff when I am signed on to the SMCS network.
- I will turn in the MacBook to the Helpdesk over weekends or long vacations for routine maintenance.
- I will use appropriate and respectful language in all communications when using the MacBook.
- I will adhere to copyright laws.
- I may download music for educational, school-related purposes.
- I will not use the MacBook to access social networking sites, for example: MySpace, Facebook, or Twitter.
- I will not use or damage any other laptop.
- I will not loan out the MacBook assigned to me. I understand the MacBook is for educational use only. Family members are not permitted to use my MacBook.

- I will not use or attempt to use another student's or staff member's subscriptions, log-ins, files, or personal information. I will not intentionally spread or create a computer virus.
- I will not give out personal information, such as my name, address, photo, or other identifying information on the Internet, nor will I misidentify myself in online communication in an attempt to avoid detection for any misbehavior or rules violation.
- I will not change the configuration of the MacBook, including the network and security settings. I will not delete the browser history, cache, or cookies. I will not install or remove hardware or software, except as directed by an SMCS staff member.
- I will not deface or decorate the MacBook. I may decorate my "Always On" protective sleeve if I have purchased the sleeve.
- I will not leave the MacBook in my locker overnight.
- I will not attempt to remove asset or identification tags on the MacBook's hardware or software.
- I will not attempt to repair the MacBook. I will immediately report all damage and/or any other problems, which cannot be addressed in class to the SMCS Help Desk.
- I will report loss/theft of the MacBook to my parents, SMCS, and proper authorities within 24 hours. I will turn in a Student MacBook Damage Report Form filled out by my parent(s) within 24 hours or on the next school day to the SMCS Help Desk.
- I recognize that SMCS has invested significant resources to provide me with the opportunity to use and learn with the MacBook. I further recognize that I will be held responsible for any abuse of this opportunity in accordance with the disciplinary procedures set forth.



St. Michael Catholic School Parent Laptop Agreement

The MacBook is loaned to your child by St. Michael Catholic School (SMCS) to expand and personalize his/her learning opportunities. It is essential that the **Student Laptop Agreement**, the **Acceptable Use Policy** and other laptop policies are followed by your student to ensure the safe, efficient, and ethical operation of the computer. In order for your child to use the MacBook in class and home, you must accept the following terms and responsibilities:

- I have paid the annual Laptop User Fee for my child.
- I have read the **Acceptable Use Policy**, **Student Laptop Agreement**, **Parent Laptop Agreement**, and **Laptop Program Student Handbook**.
- I have discussed these documents with my child.
- I will supervise my child's use of the MacBook at home.
- I will discuss appropriate use of the Internet and will supervise my child's use of the Internet.
- I understand that my child is prohibited from using the MacBook to visit social networking sites.
- I understand the MacBook is provided for educational use by my child and that the MacBook should not be used by parents or other family members.
- I will remind my child to charge the MacBook nightly and to bring it to school each day with a fully charged battery.
- The MacBook will be kept in the "Always On" case at all times.
- Away from school, I will ensure that the MacBook is used in a location free from food, liquid, and debris and on a flat surface.
- Recognizing that I am the best judge of whether my child can responsibly/safely use the MacBook away from home, I understand that the School has not banned students from traveling with the MacBook or from using it in locations other than home/school. I further understand that my child may not travel with or use the MacBook away from home/school other than with my permission and that I am responsible for damage/loss that may occur.
- I understand that the MacBook may be inspected by school staff upon request and that the MacBook and its contents (whether created at home or at school) can be viewed by school staff when my child is on the school network. I understand my child should not delete the browser history, cache, or cookies from the MacBook and will be held responsible for any inappropriate use of the MacBook at home or at school in accordance with the Acceptable Use Policy.
- I understand that my child may not deface or decorate the MacBook, but may decorate the "Always On" case only if I have purchased the case. **NOTE:** If your child will decorate his/her "Always On" case, this is the one time that the laptop may be removed from the case to ensure that it is not damaged in the "decoration" process. Please ensure that the laptop is stored safely during this time.
- I will not attempt to repair, alter, or make additions to the MacBook, its hardware or software.
- I understand that the MacBook and its contents are School property. I will not remove any program/files on the MacBook except for the personal documents of my child.
- My child or I will report all damage and/or any other problems to the SMCS Help Desk.

- I will not attempt to remove asset or identification tags on the MacBook's hardware or software.
- I understand that my child will face consequences under the Discipline Policy after a specified number of incidents have been reported on an Incident Report Form.
- I will report loss/theft of the MacBook to the SMCS Help Desk within 24 hours. I will fill out a MacBook Damage Report Form for my student to turn in to the SMCS Help Desk within 24 hours or the next school day.
- I understand that I am responsible for certain costs related to damage/loss not covered by warranty as described below. I also understand that the school will arrange for all repairs from its vendor. I further understand that the School will not loan my child a MacBook for home use if any repair/replacement charges remain unpaid for more than 30 days.
- Families will be responsible for costs associated with the repair of the MacBook not covered under warranty. The warranty does not cover damage as a result of abuse, neglect, misuse, unauthorized repair/modification, power surges, lightning, fire, etc.