



Coopersville Area Public Schools Laptop Policies Agreement

Student Agreement:

- I will bring my CAPS issued laptop to school EVERY day that I am in attendance.
- I will not use the CAPS issued laptop for non-academic purposes (games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, DVDs, etc.) during school hours (7:30am - 3:30pm).
- I will charge CAPS issued laptop's battery daily and will NOT loan out the laptop, power adapter, cords, disks, or software to other individuals, and know that I will be issued the same laptop each year.
- I will transport the laptop and charging unit in a protective bag. The laptop bag should be securely closed before transporting the laptop to another location.
- I will not add books and supplies to the laptop bag, since undo pressure on the laptop may cause damage.
- If I must leave the classroom, I will leave the laptop with the teacher.
- I will keep the CAPS issued laptop off the floor where it could be stepped on or tripped over.
- I will keep food and beverages away from the laptop since they may cause damage to the computer.
- I will not use the laptop on the bus.
- I will not disassemble any part of my CAPS issued laptop or attempt any repairs.
- I will not attempt to insert any foreign object into my laptop.
- Should damage occur, I will notify my teacher.
- I will not deface the CAPS issued laptop or the laptop bag in any way. This includes, but is not limited to, attaching stickers, marking, painting, drawing or marring any surface of the laptop or bag.
- I understand that regulations have been addressed in the student code of conduct to emphasize that obscene language and/or materials, including music, screensavers, backdrops, and/or pictures are prohibited. If such items are found, I understand that my CAPS issued laptop will be immediately erased (re-imaged) and I could face disciplinary actions.
- I understand that my laptop is subject to inspection at any time without notice and remains the property of the District.
- I will follow the expectations outlined in the Parent/Student Laptop Agreement and the Acceptable Use Policy (AUP) outlined in the Student Code of Conduct while at school, as well as outside the school day.
- I assume full responsibility of my CAPS issued laptop.

Parent Agreement

- I will be responsible for costs beyond normal wear and tear of the laptop.
- I will be responsible for the repair or replacement costs in the event of loss or damage to the bag, laptop and/or peripherals if the damage is not due to normal wear and tear.
- I acknowledge that my student and I are to follow the expectations in the Parent/Student Laptop Agreement, and the Acceptable Use Policy outlined in the Student Code of Conduct and that a violation of these guidelines could result in the student facing disciplinary action.
- I will be responsible for monitoring my student's use of the Internet when he/she is not at school.
- I acknowledge that fraudulent reporting of theft will be turned over to the police and insurance company to prosecute.
- I agree to immediately return the District laptop and peripherals in good working condition upon request.

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Fees Assessed: Fees will be assessed for damage beyond normal wear and tear. Some possible damages for which students are responsible include: damaged LCD screen, damaged keyboard, damaged/lost battery, damaged/lost power supply, damage to the laptop unit, and lost/stolen laptop. Keys detaching from the keyboard are not normal wear and tear and will be assessed a fee to replace. Repair costs include parts* and labor.

* The cost of parts needed for repairs will be based on manufacturer current list price.

By signing below, you acknowledge that you have been informed of information contained herein and you agree to abide by all Student and Parent/Guardian responsibilities as detailed in the Student/Parent Laptop Handbook and Agreement. Students/parents will not be charged for normal wear and tear of the equipment. Damage caused by malicious actions or negligence will be the responsibility of parents/students.

Student Information – please print

Last Name		First Name	
Student ID #		Grade	

Parent/Guardian Information – please print

Last Name		First Name	
Home Phone #		Work / Cell #	

Parent Signature _____ Date _____

Student Signature _____ Date _____

Please sign and return this sheet to your child's school secretary.