

Learning with Laptops

Laptop Policy, Procedure, & Information

Immanuel Lutheran School
Seymour, Indiana
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Immanuel Lutheran School Learning with Laptops Initiative

The focus of the 1:1 initiative at Immanuel Lutheran School is to prepare students for their future, a world of digital technology and information. Immanuel has a vision for the type of learning environment children need to be ready to live and work in the 21st century. With the amount of information doubling every five years, our students' success requires that they develop skills for accessing, analyzing, and critically evaluating volumes of new information and presenting their ideas in digital form. Immanuel students have been born into a digital world. They are "digital natives" intrinsically wired to engage learning in a multi-digital approach. Equipping students with the tools to engage the curriculum in their native style is motivating to the student and critical to their future success. In addition, the ability for the teachers and students to access an array of learning resources expands the limits of the classroom walls to make the world their classroom. Lastly, technology and price point have merged into a practical affordable opportunity that did not present itself in the past. Immanuel wants to continue to be proactive not reactive when it comes to learning.

The policies, procedures and information within this document apply to all laptops used at Immanuel Lutheran School, including any other device considered by the Principal to come under this policy. The document is not designed to address classroom instructional methods or strategies through laptop learning. Please consult your child's teacher with questions relative to classroom use. **Teachers may set additional requirements for computer use in their classroom.**

1. LAPTOP SPECIFICATIONS

The laptop selected for use at ILS is the Lenovo IdeaPad Slim 15IRU8

2023 Specifications

Operating System: Windows 11 Education (school software)

Application Software: Microsoft Office 2016 Professional (school software)

Processor: Intel i3

Display: 15.6" Touchscreen

RAM: 8 GB

HDD: 512 GB SSD

2. RECEIVING YOUR LAPTOP

Laptops will be distributed each fall after required attendance at the "Laptop Orientation Meeting."

Parents and students must sign and return the *Learning with Laptops Program Acknowledgement Form* and the *Student Laptop Loan Agreement* before the laptop can be issued to their child.

Laptops will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will retain their original laptop each year while enrolled at ILS.

Individual school laptop computers and accessories must be returned to the ILS Technology Office at the end of each school year. Students who withdraw, or terminate enrollment at ILS for any other reason will be asked to return their individual school laptop computer on the date of termination.

If a student fails to return the computer at the end of school year or upon termination of enrollment at ILS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer if not returned in proper working condition. Failure to return the computer will result in a grand theft report being filed with the Seymour Police Department.

3. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school.

Laptops that are broken or fail to work properly must be taken to the ILS Technology Office located next to Mrs. Goecker's Classroom.

3.1 General Precautions

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open.

- Laptops should be shut down before taking them home to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of ILS.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.

3.2 Carrying Laptops

The protective cases required with the laptops should have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but this **MUST BE** avoided since it places too much pressure and weight on the laptop screen. The laptop case may carry only the laptop, power cord, mouse, earbuds and flash drives.
- The laptop must be turned off or locked before placing it in the carrying case.
- Students will not receive their laptop until they provide a laptop case that meets the specifications provided in the summer mailing.

3.3 Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or CDs).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
 - These cloths will be made available to students within each classroom.
- **If the laptop screen is damaged and needs to be replaced, the replacement cost is the responsibility of the parent.**

4. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars, and schedules will be accessed using the laptop computer. Students must be responsible to bring their laptops to all classes, unless specifically advised not to do so by their teacher.

4.1 Laptops Left at Home

If students leave their laptop at home, they must immediately inform their homeroom teacher. Phone calls home will be handled as stated in the Junior High Handbook: *Each student will be permitted to use the school phone once each quarter without consequence for the purpose of retrieving necessary items left at home (i.e. homework, instrument, PE clothes, lunch, school laptop). The call must be made by 8:30 a.m. and arranged through the homeroom teacher. Subsequent phone calls will result in a noon*

detention. Phone calls made due to ILS schedule changes or cancellations will not result in detentions.

4.2 Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair at the ILS Technology Office.

4.3 Charging Your Laptop's Battery

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. **The laptops need to be completely shut down at night before plugging in to charge. Please double check your power cord to ensure it is properly connected and the laptop is really charging.** Repeated violations of this policy will result in disciplinary action.

In cases where use of the laptop has caused the battery to become discharged, students are encouraged to plug in their laptop in their homeroom each day during lunch time to ensure they are adequately charged for the afternoon classes.

4.4 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students must have earbuds in their laptop case available for use during the school day with teacher's permission.

4.5 Printing

Students may use printers in the junior high classrooms (occasionally the computer lab) with **teachers' permission** during class or breaks. The printing of homework due on a particular day needs to be done prior to 8:20am with permission from your homeroom teacher.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to the School Network

Students will be logging onto the school network in order to save their work. Students will have their own user account and folder on the network with ample space to save their school work. **The files on the school network will not be backed up. Students should be regularly backing up their files on a flash drive also.**

5.2 Saving to a Removable Storage Device

Students should also backup all of their work at least once a week using removable file storage. **It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.**

6. SOFTWARE ON LAPTOPS

6.1 Originally Installed Software

The software originally installed by ILS must remain on the laptop in usable condition and be easily accessible at all times.

The laptop is supplied with Microsoft Windows 11 Education operating system and with additional software. Licensed software provided with all new laptops includes:

- Trend Anti-Virus
- Securly Web Filtering
- Microsoft Office 2016- Word, Excel, PowerPoint, and Publisher
- Microsoft Edge
- Google Chrome Browser
- Fox-It Reader

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from the laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

6.2 Virus Protection

The laptop has anti-virus protection software. This software will scan the hard drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server is also installed with virus protection software and hardware.

6.3 Additional Software

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their laptop. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

- Any additional software should not be installed without consent of the technology staff and must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- Students are responsible for ensuring that only software that is licensed to their laptop is loaded onto their computers.

6.4 Inspection

Students may be selected at random to provide their laptop for inspection.

6.5 Procedure for Re-loading Software

If technical difficulties occur or illegal software is discovered, the technician will re-image the laptop. Re-imaging will return the laptop to the condition it was in when handed out to the student. Students' files should be saved on the school network and should be available once the student logs back onto the network. The school does not accept responsibility for the loss of any software or files deleted due to re-imaging.

6.6 Software Upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

7. ACCEPTABLE USE

Immanuel Lutheran School's network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of ILS. Access to the ILS computer systems is a privilege, not a right. Laptops will be subject to random inspections and will be turned over to administration upon request. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges. Users understand that information stored and transmitted either synchronously (real-time or streaming) or asynchronously (delayed, e.g. email messages, message boards, etc.) including but not limited to: documents, video, pictures, social networks, Web 2.0 tools (e.g. blogs, wikis) and music on the school's web servers, networking system, laptop computers, or desktop computers are not considered private at any time and are subject to monitoring by school officials.

7.1 General Guidelines

1. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of ILS.
2. Students are responsible for their ethical and educational use of the technology resources of ILS.
3. Access to the ILS technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the *ILS Acceptable Use Policy, Junior High Handbook* and *Learning with Laptops Handbook*.
4. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
5. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the administrator, or technology director, will be considered an act of vandalism and subject to disciplinary action in accordance with the *Junior High Handbook*.
6. The school's Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access websites, newsgroups, or chat rooms that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
7. Use of the computer (including "Instant Messaging," E-mail) for anything other than a teacher-directed or approved activity is prohibited during the school day.
8. When accessing the school internet network, Internet computer games or any computer games are prohibited in classes, lobby, hallways, etc.
9. Computers may not be used to make sound recordings without the consent of all those being recorded.
10. Installation of peer-to-peer file-sharing programs is strictly forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator or teacher.

11. Music will only be allowed on the laptop if it is being used for a teacher-directed or approved activity.
12. Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Graphic files or pictures that are not for a school project or activity should not be stored on school computer systems.
13. Students may access only those files that belong to them or for which they are certain they have permission to use.
14. Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action.
15. School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.

Immanuel Lutheran School reserves the right to define inappropriate use of technology. These inappropriate uses include, but are not limited to:

- The user shall not erase, change, rename, or make unusable anyone's computer files, programs, or storage devices.
- The user shall not use or try to discover another's password or another person's email or other files.
- The user shall not use a computer for unlawful purposes, such as illegal copying or installation of software.
- The user shall not let other persons use his/her name, login, password, or files for any reason.
- The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language or images.

7.2 Privacy and Safety

- Do not go into chat rooms or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, passwords, or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify a teacher or administrator immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

7.3 Legal Propriety

- Students are expected to comply with trademark and copyright laws and all license agreements. Ignorance of the laws is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the *Junior High Handbook*. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

- Use or possession of hacking software is strictly prohibited and violators will be subject to consequences. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school.

7.4 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the *Learning with Laptops Handbook* or *ILS Acceptable Use Policy* will result in disciplinary actions as outlined in the *Junior High Handbook* or *Learning with Laptops Handbook*.

Consequences for Laptop Misuse

| Issue | 1st Offense | 2nd Offense | 3rd+ Offense |
|---|----------------|-------------|--------------|
| Laptop not fully charged especially at beginning of the day | Verbal Warning | Noon | After School |
| Unattended laptop | Verbal Warning | Noon | After School |
| Inappropriate use (site, download, time, etc.) | Verbal Warning | Noon | After School |
| Being rough with it (banging on the keys) | Verbal Warning | Noon | After School |
| Printing without permission | Verbal Warning | Noon | After School |
| Transporting laptop without a bag | Verbal Warning | Noon | After School |
| No earbuds | Verbal Warning | Noon | After School |

*Consequences restart each semester

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use. The school cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Computer Laptop Violations

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-player game, music, or video files using the school network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission.
- Using the network or Internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove or install hardware components reserved for an authorized service technician.

- i. Violating copyright or other protected material laws.
- j. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- k. Intentionally wasting school resources.

Computer Network Violations

- a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- b. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- c. Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
- d. Creating, uploading, or transmitting computer viruses.
- e. Attempting to defeat computer security, network security, or circumventing the web filter.

Computer Violations Grid

| Category | Accident | Negligence | Intentional Misuse |
|---------------------|--|--|---|
| Definition | Unforeseen damage that occurs without fault of the user | Failure to exercise a proper degree of care for the protection of the laptop | Deliberate actions or allowances that may result in damage or in conflict of the mission or ministry of ILS |
| Examples | <ul style="list-style-type: none"> Car accident and laptop is damaged in the accident | <ul style="list-style-type: none"> Laptop was left in an irresponsible location and another person or thing damaged it. Spilling pop on the keyboard Not securing the laptop in the laptop case before transporting it Piling books on top of it Laptop screen is damaged Allowing someone else the use of your computer and damage results All listed occurrences noted in 8.4 | <ul style="list-style-type: none"> Altering the hardware (popping off keys or prying open DVD drive) Putting stickers or decals on it Opening and closing it carelessly |
| Consequences | Parents are not responsible for replacement or repair | Parents are responsible for replacement or repair | <ul style="list-style-type: none"> Parents are responsible for replacement or repair Loss of computer privileges and laptop is turned in Authorities will be notified of illegal actions |

Appeal Process

Principal and Director of Educational Technology will determine the category most fitting of the situation. Appeals of the decision can be taken to the Board of Education for final judgment.

7.5 Repair/Replacement Costs

Approximate repair/replacement costs:

Laptop Screen \$450.00

Power Cord \$50.00

Items not listed-- Fee to be determined based on usability of device - up to cost of device.

These prices are subject to change.

8. PROTECTING & STORING YOUR LAPTOP

8.1 Laptop Identification

Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Property tag
- Technology inventory which records the serial numbers for the laptop.

8.2 Password Protection

Students are expected to password protect their laptops by setting a start-up password and keeping that password confidential.

8.3 Storing Your Laptop

When students are not monitoring their laptop, it should be stored in their locker. It is the student's responsibility to make sure their locker is locked. **Nothing should be ever be stored on top of the laptop.** Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Extreme hot or cold temperatures will ruin the laptop and its battery, so do not store them in a vehicle.

Laptops must be kept in the required protective case when being transported from class to class and stored in the locker.

8.4 Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, commons area, locker rooms, library, unlocked classrooms, and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised laptops will be confiscated by staff and taken to the homeroom teacher or ILS Technology Office. Disciplinary action may be taken for leaving your laptop in an unsupervised location. (See Consequences for Laptop Misuse, 7.4)

8.5 Storage During After School Activities

Students should lock their laptop in their school (not gym) locker during after school activities. Students should return to the Junior High Hallway to retrieve their laptop to take home for the evening. Laptops should not be taken to the gym or locker room.

8.6 Transporting Your Laptop Home

Students should secure their laptop in its case before transporting it home. The laptop should remain in the laptop case and under no circumstances be taken out during the bus ride home.

9. LAPTOP TECHNICAL SUPPORT

The ILS Technology Office coordinates the repair work for the laptops. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drive
- Updates and software installations
- Coordination of any repair work

10. FINANCIAL ASSISTANCE

10.1 School Choice Award

School choice money may be applied toward the purchase of a laptop. Fees, allocated toward ILS technology infrastructure, may also be applied to the School Choice Award.

10.2 Scholarship Granting Organization (SGO) Award

Students who receive financial assistance through a Scholarship Granting Organization (SGO) award will not receive credit toward the purchase of the laptop. Please consult with office, as needed.

LAPTOP FAQ'S

IMMANUEL LUTHERAN SCHOOL

Frequently Asked Questions ... One-to-One Learning & Tech @ ILS

1. What is One-to-One learning?

One-to-one refers to providing each student with his or her own powerful, full-featured wireless laptop that is utilized to improve student learning by more effectively connecting students to Immanuel's curriculum and empowering them with an "anytime and anywhere" learning opportunity (one student one computer).

2. Why is Immanuel embracing this program?

Immanuel has a vision for the type of learning environment children need in order to be ready to live and work in the 21st century. With the amount of information doubling every five years, our students' success requires that they develop skills for accessing, analyzing, and critically evaluating volumes of new information and presenting their ideas in digital form.

3. When will Immanuel start the 1-to-1 program?

Immanuel started the 1-1 laptop program in the fall of the 2012-2013 school year, beginning with grade 7. They will retain their laptops throughout 8th grade and each year incoming 7th graders will receive a new laptop computer.

HARDWARE AND SOFTWARE

4. What type of computer system will my student be using?

Immanuel uses PC computers as the student computer.

5. Why did the school choose to go with a laptop instead of a tablet (Android/iPad), Kindle, netbook, or any other type of hardware?

We chose our current platform based on the inherent limitations of a tablet or netbook device. These products are generally used to "take in" material such as text, new articles, and some web pages, not generally used to produce material. With this in mind, we did not want to limit our students' abilities.

6. Can I buy my own laptop for my child to use at school?

The laptop purchasing and management is only through Immanuel Lutheran School. Immanuel receives discount purchasing, install licensed productivity software as well as software for curriculum use. The school has a custom image that will maximize the use of the technology in a classroom.

7. Can I use the computer I have at home for my child instead of buying a new computer?

This program focuses on children having access to technology for anytime, anywhere, learning with a standard interface and consistent set of software. The only manageable way to provide this consistent computer environment is for Immanuel to manage the purchase and imaging of the computers.

8. What software will be installed to protect students from objectionable material on the Internet?

The student's access to the internet will be run through the school's content filter which will allow Immanuel to block inappropriate websites and objectionable material.

9. Will I be able to install personal software for home use?

No, during the tenure of the laptop program, all software will be installed by the school.

10. What training will parents receive?

There will be a required meeting for both parents and students before the laptop will be checked out to the student. The meeting will help both understand the care of the laptop, the operating system, software and hardware features.

11. What training will teachers receive?

Immanuel teachers will be receiving ongoing professional development training over the course of the program.

12. Can the laptop be taken home on weekends? Summer break?

The laptop will be taken home on the weekend. It will need to be recharged daily. However, the laptop CANNOT be taken home over summer break. Immanuel will collect the laptops toward the end of the school year so software updates and thorough maintenance can be done on them.

13. What type of maintenance needs to be performed on the laptop?

All maintenance to the computer will be handled by Immanuel's IT department (i.e. nonperformance of machine, or upgrades). Once a year, during the summer, the computer will be re-imaged to "clean-up" the computer and install any new system software.

14. Will the laptop replace textbooks in the classroom?

Currently, the laptop will not replace classroom textbooks but will provide timely and rich supplemental resources. Some textbooks are online and students are able to access them at home. As new textbooks are adopted online textbooks will be considered.

15. Will my child be exposed to "traditional" learning using textbooks?

Yes. Immanuel's teachers are trained to blend skills of traditional learning with project based learning skills needed for the digital age. Immanuel teaches to specific academic content standards based on state and national standards that incorporate a distinctive Christian approach and world view. All learning materials will be aligned with these standards.

16. How much will the laptop be used during the school day?

The laptop will be used throughout the day; however, students in the one-to-one program will also engage in traditional classroom activities that do not involve the use of the laptop.

17. How much will this program change the way the teachers teach?

The goal of the laptop program is to improve the quality of teaching and learning. When teachers have "on demand" access to information that presents concepts in images, sound and text, student understanding and motivation are increased. This style implies a shift from teacher-directed learning to teacher-guided learning where students take greater responsibility for what and how they learn.

18. How can I be sure that my child will not waste time at school playing games and surfing the web?

Use of the laptop at school will occur under teacher-supervision, ensuring that students are on-task and using the laptop productively to engage the curriculum.

19. What happens if my child forgets his/her laptop for the school day?

The same rules will apply when your child forgets his/her laptop as when a student forgets to bring textbooks or homework to school. The laptop will be an essential part of learning every day so it is important that they bring their charged laptops.

20. What are the benefits of having a laptop to bring home?

The laptop will function as an electronic notebook where students store their class work and homework. For continuity of learning, students will need to access work done in class while at home and work done at home while in class.

COST

21. How much will this cost per student?

The cost per student for grades K-8 each year will be \$200. \$125, will be used to fund ILS technology infrastructure. This portion may be applied to School Choice (voucher) or SGO financial aid. \$75 will be a deposit on the student's personal laptop. State funds cannot be used to purchase a laptop for a student so this \$75 fee is the responsibility of the parent or guardian.

22. What other costs need to be covered for this program to be viable?

Immanuel will continue to build a more comprehensive internal architecture of servers, wireless web ports, and dedicated internet access. Additional costs will include teacher computers and training for teachers. These will be covered through third source funding and the technology fee.

Learning with Laptops Program Acknowledgement Form

1. I will take good care of my laptop and know that I will be issued the same laptop each year.
2. I will never leave the laptop unattended.
3. I will not leave my laptop in a car or any unsupervised area.
4. I will never loan out my laptop to other individuals.
5. I will know where my laptop is at all times.
6. I will be responsible for keeping my laptop battery charged for school each day.
7. I will keep food and beverages away from my laptop since they may cause damage to the computer.
8. I will not disassemble any part of my laptop or attempt any repairs.
9. I will protect my laptop by only carrying it while in the required case. My laptop case will only contain my laptop, power cord, ear buds, flash drive, and mouse.
10. I will insert and remove cords, cables, and removable storage devices carefully from my laptop.
11. I will shut down my laptop before taking it home each evening to conserve battery life.
12. I will use my laptop computer in ways that are appropriate and educational.
13. I will not place decorations (such as stickers, markers, etc.) on the school laptop.
14. I will understand that my laptop is subject to inspection at any time without notice and remains the property of Immanuel Lutheran School.
15. I will follow the policies outlined in the *Learning with Laptops Handbook*, *Junior High Handbook*, and *School Handbook* while at school, as well as outside the school day.
16. I will be responsible for all damages or loss caused by neglect or abuse.
17. I agree to pay for the replacement of my laptop screen if it becomes damaged.
18. I agree to pay for the replacement of my power cords, or battery in the event of these items are lost or stolen.
19. I agree to return the school laptop and power cords in good working condition.

I have reviewed the Learning with Laptop document of Immanuel Lutheran School. Its contents have been explained and school/student/parent responsibilities defined.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Immanuel Lutheran School Student Laptop Loan Agreement

Student/Borrower: _____

Grade: _____ Homeroom Teacher: _____

One laptop and one power cord are being lent to the Student/Borrower and are in good working order. It is Student/Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains, the property of Immanuel Lutheran School, and is herewith lent to the Student/Borrower for educational purposes only for the academic school year. Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student/Borrower losing his/her privilege to use this computer. The equipment will be returned to the school when requested by Immanuel Lutheran School, or sooner if the Student/Borrower withdraws from Immanuel Lutheran School prior to the end of the school year.

The school property may be used by the Student/Borrower only for non-commercial purposes in accordance with the school's policies and rules, the Immanuel Lutheran School Handbook, Junior High Handbook, as well as, local, state, and federal statutes.

Student/Borrower may not install or use any software other than software owned or approved by the school and made available to Student/Borrower in accordance with this Receipt and Agreement.

One user account with specific privileges and capabilities has been set up on the laptop for the exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The Student/Borrower agrees to make no attempts to add, delete, access, or modify other user accounts on the laptop and on any school owned computer.

The Immanuel Lutheran School network is provided for the academic use of all students and staff. The Student/Borrower agrees to take no action that would interfere with the efficient, academic use of the network.

Identification and inventory labels/tags have been placed on the laptop. These labels/tags are not to be removed or modified. If they become damaged or missing, contact the Technology Director for replacements. Additional stickers, labels, tags, or markings are not to be added to the laptop or its power cord.

It is the Student/Borrower's responsibility to regularly back up his/her files to external media such as a flash drive or hard drive.

The school is not responsible for any computer or electronic viruses that may be transferred to or from Student/Borrower's flash drives or other data storage medium. The Student/Borrower agrees to use his/her best efforts to ensure that the school's property is not damaged or rendered inoperable by any such electronic virus while in Student/Borrower's possession.

Student/Borrower acknowledges and agrees that his/her use of the school's property is a privilege and that by Student/Borrower's agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the school's property and return it in good condition and repair upon request by Immanuel Lutheran School.

Immanuel Lutheran School Student Laptop Loan Agreement

| Parent/Guardian Responsibilities | Student Responsibilities |
|--|--|
| Your student has been issued a laptop to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer. | Your laptop is an important learning tool and is for educational purpose only . In order to take your laptop home each day, you must be willing to accept the following responsibilities. |
| I will supervise my child's use of the laptop at home. | When using the laptop at home, at school, or anywhere else you may take it, I will follow the policies of Immanuel Lutheran School, and abide by all local, state, and federal laws. |
| I will discuss our family's values and expectations regarding the use of the Internet at home and will supervise my child's use of the Internet. | I will treat the laptop with care by not dropping it, getting it wet, leaving it outdoors, leaving it in a car in extreme weather conditions, or using it with food or drink nearby. |
| I will not attempt to repair my child's laptop. | I will not lend the laptop to anyone; it will stay in my possession at all times. |
| I will not attempt to clean the laptop with anything other than a soft, dry cloth. | I will not load any software onto the laptop or remove programs or files from the laptop. |
| I will report to the school any problems with the laptop. | I understand that I am responsible for backing up my own files and important files should always be stored in at least two locations. |
| I will not load or delete software from the laptop. | I will honor God and my family's values when using the laptop. |
| I will make sure that my child recharges the battery nightly. | I will not give out personal information when using the laptop. |
| I will make sure my child brings the laptop to school every day. | I will bring the laptop to school every day and take it home each night. |
| I understand that if my child comes to school without his/her computer, that he/she may not be able to participate in classroom activities, and his/her grade may be affected. | I will keep all accounts and passwords assigned to me secure, and will not share these with any other students. |
| I agree to make sure that the laptop is returned to the school when requested and upon my child's withdrawal from Immanuel Lutheran School. | I will not attempt to repair the laptop. |
| I understand that my family is financially responsible for up to the full cost if damage occurs to the laptop less any deposits made. | I will only clean the laptop with a clean, dry cloth provided in my classroom. |
| | I will return the laptop when requested and upon my withdrawal from Immanuel Lutheran School. |
| | I will place the laptop in its protective case when not in use and when it is being transported. |
| | I will place the laptop in a secure location when not in use (locked up when possible). If I am attending after school events, I will secure it in my locker (not my gym locker) and retrieve it after the practice or game. If riding the bus, I will not remove my laptop from its bag during the trip home. |

I have read & understand the computer loan agreement and acknowledge that failure to timely return the laptop when scheduled or when requested shall result in liability by both parent/guardian and student for the value of the laptop.

Parent/Guardian is signing this agreement as guarantors for their child.

Parent Signature: _____ Print Name: _____

Student Signature: _____ Print Name: _____

Date: _____