



Eⁿ

*Empowering, Engaging, Electronic, Excellent, Education...
A 1:1 Laptop Learning Initiative*

Mission Statement

Through the seamless integration of technology into the curriculum, Seton Catholic Middle School will propel students into the 21st Century.

Students will be ENGAGED and EMPOWERED providing the ESSENTIAL skills needed to succeed in this EVER-CHANGING world.

***1:1 Laptop Program
Policies and General Information***

2011-2012

Seton Catholic School Laptop Program

The focus of the *Eⁿ* program at Seton Catholic School is to prepare students for their future, a world of digital technology and information. As we enter the 21st Century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and the learning tool of 21st Century students is the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to propel them to the real world of college and the workplace. With today's digital learners, technology engages students in problem solving and critical thinking by stimulating analytical thinking. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The *Eⁿ* program integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all laptops and computers used at Seton Catholic School.

1. RECEIVING YOUR LAPTOP & LAPTOP CHECK-IN

1.1 Receiving Your Laptop

- Laptops will be distributed each August during "*Laptop Orientation*."
- Parents & students must sign and return the Program and Policies Guidebook Signature Page documents before the laptop can be issued to their child.
- Payment, or an approved payment plan, must be submitted prior to students receiving their laptop.

2. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of their laptop. Laptops that are broken or fail to work properly must be taken to the technology Help Desk located in the Computer Lab, or Dell Support is to be contacted.

2.1 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, unless directed to do so by a teacher.
- Laptops should be shut down before moving them to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not provided by Seton Catholic School.
- Laptops must never be left in an unlocked car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.
- If students use "skins" on the monitor cover to "personalize" their laptops they must get a new serial number sticker from the help desk.

2.2 Carrying Laptops

It is strongly recommended that parents purchase a protective case that provides 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:

- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
- The laptop must be turned off, with the touch screen inward, before placing it in the carrying case.

2.3 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 disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the laptop against lockers, walls, car doors, floors, etc as it will eventually break the screen

3. 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 may be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically instructed not to do so by their teacher.

3.1 Laptops Left at Home

If students leave their laptop at home, they must use a desktop computer provided in every classroom. Each time a student leaves their laptop at home, they will be issued a demerit. On their 3rd demerit they will receive a Detention.

3.2 Onsite Laptop Support and Maintenance Procedures

Parents and Students are responsible for maintenance and support of laptops they own; however, Seton will provide limited on-site support for the laptops during school hours, as outlined in Section 9 below.

3.3 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 school will provide power cords for use at school, and students are to leave their power cord at home. Students will recharge their laptop at their assigned charging station each day during lunch.

3.4 Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

3.5 Sound, Music, Games, or Other Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the laptop, but must be saved to the hard drive/desktop - NOT online storage.
- Non-complying games or other applications are **not** allowed to be accessed on the laptops during school hours (TPMx will monitor).

3.6 Printing

Students may use printers in the following rooms before/after school and during class with a teacher's permission: library, computer lab, copier in the middle school hallway. Students are not permitted to print in color at school.

3.7 Home Internet Access

Students are allowed to set up dial-up, DSL and wireless networks on their laptops.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the My Documents/Home Directory

All documents used for school purposes must be saved via online storage, E-Backpack.

4.2 Saving data to Removable storage devices

Removable storage devices, ie jumpdrives, are NOT allowed.

4.3 Network Connectivity

Seton Catholic School makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data, but will make reasonable efforts to assist in restoring lost data.

5. LAPTOP SOFTWARE and HARDWARE REQUIREMENTS

5.1 Originally Installed Software, Hardware Requirements

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

Operating System: Windows 7 or XP (SP3)

Hardware specs: minimums

- 1 Ghz processor
- 2 GB RAM
- 10 in. monitor
- 100 GB Hard Drive

Software Requirements:

- MS Word or open source equivalent– need to be able to create .rtf or be able to convert to .doc
- MS Excel or open source equivalent – need to be able to convert to .xls
- MS Powerpoint or open source equivalent – need to be able to convert to .ppt
- Adobe Acrobat Reader 9.0, including Flash Player
- Anti-Virus Software
- IBM's TPMx (mandatory for all laptops that will be pinging the Seton network)
- Internet Explorer 8 or Mozilla Firefox 3.6
- Software for web-based document storage (eBackpack or Renweb) – flash drives will not be allowed
- Instant Messaging software (internal IM, Seton standard)

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 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.

5.2 Virus Protection

All laptops must have anti-virus protection software. This software must be able to scan the hard drive for known viruses on boot up. Existence of anti-virus software will be validated daily by TPMx upon accessing the Seton network. The school's servers are also installed with virus protection software. If a virus is found upon scanning of any device, the student must turn in his/her laptop to the help desk BEFORE hooking it to the network the next day.

5.3 Inspection

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

5.4 Software upgrades

Upgrade versions of licensed software are available from time to time. Students may be required to check in their laptops for periodic updates.

6. Responsibilities

Seton Catholic School is pleased to be able to offer access to a ubiquitous learning environment. This learning resource will require our students and parents to take on a good amount of responsibility for the success of the program and the safety of our students.

The goal of this program is to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or find ways to use provided hardware and software beyond its educational intent. For this reason, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to the Internet, e-mail, or other technology privileges. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Many responsibilities result from the use of these technologies in the educational setting.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Monitor computer usage. Monitor closely all social networking, texting, e-mailing, and internet usage on a regular basis.

6.2 School Responsibilities are to:

- Provide Internet.
- Provide Internet Blocking of inappropriate materials.
- Provide access to network and/or online data storage areas.
- Seton Catholic School reserves the right to review, monitor, and restrict information stored on or transmitted via laptops or school computers and to investigate inappropriate use of resources.
- Provide storage/charging stations in a secure location for use during the school day.
- Post assignments, grades, lesson plans, and pertinent documents on Ren Web in a timely manner.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.3 Students Responsibilities are:

- Using computers in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via Seton Catholic School's designated Internet System is at your own risk. Seton Catholic School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Seton Catholic School protect our computer system by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always log off the computer after they are finished working to protect their accounts and files. If a student does not log off, any email or Internet activity under their name will be considered their responsibility.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.
- Students whose parents are leasing the laptop that graduate early, withdraw, are suspended or expelled, or terminate enrollment at Seton for any other reason must return their individual school laptop computer on the date of termination, or complete payment in full.

6.4 Student Activities Strictly Prohibited while on site at Seton Catholic School:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Access or use of any other e-mail program or account other than the one issued by the school-EX: Hotmail, Yahoo Mail, MSN Mail
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-EX: MSN Messenger, ICQ, etc.
- Internet/Computer Games
- Use of outside program disks
- Use of outside data disks without prior approval from the Technology Coordinator
- Changing of computer settings
- Downloading and Executing Files-EX: MSN Messenger, games, etc
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Password sharing
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, EBay, email, etc.
- Giving out personal information except in an instructional context or in the performance of Seton Catholic School business and with permission of the school.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

6.5 Laptop Care

- Computer batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Seton Catholic School may be applied to the computer.
- The school will assist with coordinating the repair of computers that malfunction while the asset is on site at Seton Catholic School, per the maintenance and support procedures as outlined in Section 9.
- Computers that malfunction or are damaged while on site at the school must be reported to the Help Desk (Mrs. McIntosh's Room).
- Students will be entirely responsible for the cost of repairs to laptops that are damaged intentionally.
- Laptops that are stolen must be reported immediately to the Administrative Office and the police department.

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Seton Catholic School Code of Conduct. 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 of the Code of Conduct. Violation of applicable state or federal law, including the, Computer Crimes, will result in criminal prosecution or disciplinary action by the School.

6.8 Cyberbullying

"Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate and hostile behavior by an individual or group that is intended to harm others." - Bill Belsey

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or school property to harass or stalk another. The school's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the school's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of a principal or teacher.

In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the education process so that it markedly interrupts or severely impedes the day-to-day operation of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student.

Malicious use of the school's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. Discipline for cyberbullying will be handled on a case by case basis. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

7. PROTECTING & STORING YOUR LAPTOP COMPUTER

7.1 Laptop Identification

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

- Record of serial number
- Individual Seton User account name and password
- School approved name tag

7.2 Password Protection

Students are expected to password protect their laptops by setting a network logon password and keeping that password confidential.

7.3 Storing Your Laptop

When students are not using their laptops, they should be kept in the designated classroom storage area/charging station. Students are to take their laptops home every day after school, regardless of whether or not they are needed.

- Laptops should not be stored in a student's vehicle at school or at home.
- Laptops are not to be stored in lockers.

7.4 Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left individually in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, library, unlocked classrooms, and hallways. If a laptop is found in an unsupervised area, it will be taken to the office.

8. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

8.1 Dell Warranty

This 3 year coverage is purchased through Seton Catholic School as part of the purchase price of the equipment. The Service Plan is included in this handbook.

8.2 Accidental Damage Protection

The Seton Catholic School has purchased a three-year Warranty and Accidental Protection Plan from Dell. The plan is included in this handbook.

Both documents are included in the back of this handbook.

9. LAPTOP TECHNICAL SUPPORT

Parents and Students are responsible for maintenance and support of laptops they own; however, Seton will provide on-site support for the laptops during school hours, as follows:

Classroom Real-Time Support (Level 1 Process)

- Problem communicated to teacher
- Teacher contacts Student Support (minimum of two in each class)
- Teacher connects students for basic troubleshooting
- Student Support attempts repair, logs incident (online)
- If not resolved: Student Support provides temporary replacement unit (if Teacher approves) and delivers problem unit to Help Desk / Technology Coordinator (Mrs. McIntosh)

Daily Support (Level 2 Process)

- Technology Coordinator attempts repair on any units that are not operational
- The school's contracted IT service will be notified to offer additional support and service
- For units repaired: close incident, return to student and return replacement unit

Dell Support (Level 3 Process), for units not repaired with Levels 1 or 2

- Help Desk personnel will help to coordinate any support or warranty work required by the technology vendor (Dell)

Home/Outside School/Summer Support –

- www.support.dell.com
- Call 1-800-WWW-DELL (800-999-3355)
- Fee For Service support Pyramid Computer, Steve Burton, (859)221-8149

Daily Maintenance (Automated via IBM's TPMx)

- IBM TPMx scan and update (expect daily, upon accessing network)
- Upon TPMx detection of any Seton technology standards violation, the student will be notified that the laptop will not be accessible until TPMx corrects the noncompliance.

Weekly or Periodic Maintenance (Automated)

- TPMx deeper scans and updates – scheduled
- Software updates / upgrades – scheduled and deployed via TPMx
- File Backup procedure (system-wide, over weekend)
- Re-imaging (scheduled)

10. Use of Technology Resources Policy

10.1 User Terms and Conditions

The use of Seton Catholic School's technology resources is subject to the following terms and conditions:

- The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Seton Catholic School along with State & Federal regulations. In compliance with federal law, the school shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
- User accounts are considered the property of the school. Network administrators may review computers to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that anything stored on school computers, laptops, or networks will be private.

10.2 Computer Laptop Violations:

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-player game, illegally obtained music, or video files (including YouTube, Google/yahoo video, etc) 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.
- Violating copyright or other protected material laws.
- Subscribing via the school network 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.
- Intentionally wasting school resources.

10.3 Computer Network Violations:

- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.
- Attempting to add any device to the school's network that does not meet the standard hardware / software requirements as outlined in Section 5.1 above.

Technology Acceptable Use Policy For Seton Catholic School

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Seton Catholic School.

The use of the computers is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and / or school disciplinary action. Seton Catholic School reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described here will be dealt with seriously.

1. I will use the computer resources, including access to the Internet for academic purposes only.
2. I will not use web pages, bulletin boards or chat lines for personal use.
3. I will not reveal my personal information, home address or personal phone number or those of students, teachers or other staff members.
4. I recognize that software is protected by copyright laws; therefore I will not make unauthorized copies of software and I will not give, lend or sell copies of software to others. I will not bring software applications, games, or CD-ROMs from home to be used on school equipment unless I have prior approval of appropriate school personnel and I have proof of licensure.
5. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
6. I will honor my school's procedure for the storage of information. I realize that, files may be deleted from the system to protect the integrity of the network or because of space limitation on the computer's hard drive.
7. I will not use the computers in violation of any U.S. or state regulation. I will not use school computers and networking resources for commercial activities or for product advertisement or political lobbying.
8. In the event that I accidentally view inappropriate material (vulgar jokes, hate web sites, immoral statements of belief) on a computer, I will immediately close it.
9. I will not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.

Disciplinary Procedure for Technology

Level 1 Infractions:

Level 1 Infractions are mostly pertaining to students forgetting routines and procedures as related to the laptop and technology. These Infractions include but are not limited to, forgetting the laptop, not charging the laptop, leaving the laptop in the wrong place, taking the nametag off of the laptop, carrying the laptop by the screen.

Level 1 Consequences:

- Student will receive a demerit.
- On the 3rd demerit, the student will be assigned a Detention.

Level 2 Infractions:

Level 2 Infractions are deliberate harmful actions. These infractions include but are not limited to cyberbullying (defined in section 6.8), and items described in section 10 of this handbook. For example: destruction to the network or hardware, sending material over the internet, creating or uploading viruses, etc.

Level 2 Consequences:

- The student will meet with the principal and discuss the infraction.
- Parents will be called for a meeting with the principal and student.
- Student will receive suspension, the length of which will be determined by the principal.
- Student may be expelled depending on the seriousness of the infraction.

LAPTOP PROTECTION PLAN

Seton Catholic School recognizes that with the implementation of the laptop initiative there is a need to protect the investment by both the School and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

DELL 3 YEAR NEXT BUSINESS DAY SERVICE PLAN: You have purchased with your laptop the Dell Next Business Day On-Site Service. The details of this plan are provided in this Handbook.

ACCIDENTAL DAMAGE PROTECTION: You have purchased with your laptop the Accidental Damage Protection Plan. The details of this plan are provided in this Handbook.

At Home Technical Support Quick Guide

- Utilize your Inspiron Duo Set Up Guide booklet provided with your computer to help troubleshoot
- Visit www.support.dell.com
- Call 1-800-WWW-DELL (800-999-3355)

Student Pledge for Laptop Use

- ✓ I will take good care of my laptop, I need to keep it for the next 3 years.
- ✓ I will never leave the laptop unattended in undesignated spaces.
- ✓ I will charge my laptop every night.
- ✓ I will not leave my computer at school at night.
- ✓ I will not store my computer in my locker.
- ✓ I will utilize the assigned charging station each day during lunch, in my teachers locked room.
- ✓ I will never loan out my laptop.
- ✓ I will leave my power cord at home, and I will use the one supplied by school while at school.
- ✓ I will know where my laptop is at all times.
- ✓ I will keep food and beverages away from my laptop.
- ✓ I will not disassemble any part of my laptop or attempt to repair it myself.
- ✓ I will protect my laptop by carrying it in an appropriate case.
- ✓ I will not deface the serial number or nametag sticker on my laptop.
- ✓ I understand that my laptop is subject to inspection at any time without notice.
- ✓ I will follow the policies outlined in the Laptop Handbook and the Acceptable Use Policy.
- ✓ While at school I will use my laptop for educational purposes only.

Parent & Student Signature Page

*Due at or before Laptop Distribution Event
August 25, 2011*

I have read and agree to the stipulations set forth in the above documents including the:

- ✓ Laptop Policy, Procedures, and Information (pages 1-9)
- ✓ Acceptable Use Policy (page 10)
- ✓ Disciplinary Procedures (Page 11)
- ✓ Student Pledge for Laptop Use (page 13)

- ✓ I have been provided the documentation for the Accidental Damage Service (.pdf document attached)

- ✓ I have been provided the Dell Service Agreement (.pdf document attached)

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____