



Duxbury Public Schools

Cheryl Lewis
Administrator of Technology

71 Alden Street
Duxbury, Massachusetts 02332
Telephone (781) 934-7611 • www.duxbury.k12.ma.us

Parent and Student Laptop Agreement

This Agreement represents an outline of the expectations of student use of school-assigned laptops by the Duxbury Public Schools (herein “DPS”). By signing this Agreement, students and parents will abide by DPS policies as outlined in the Duxbury School Committee Policies, Student Handbooks, and the Acceptable Use Policy.

All files stored on my DPS-issued laptop or cloud-based files (Google drive, Drop Box, etc.) can be reviewed at any time by DPS administrators.

Student Responsibilities:

- I have read and agree to abide by the DPS Acceptable Use Policy, and abide by all local, state, and federal laws.
- I am submitting my consent for my son/daughter to access software managed by the DPS, such as Google Drive. The DPS assumes responsibility for complying with Child Online Privacy Protection Act (COPPA) and the information that students submit (COPPA requires parent consent for online collection of information about users under the age of 13).
- I agree that my use of DPS technology is a privilege and for educational purposes only.
- I am responsible for the proper care of my DPS-issued laptop, as well as any other DPS technology equipment I use.
- I agree to keep secure all accounts and/or passwords issued to me by DPS. I will not share this information with any other students. This includes passwords for email and/or network access.
- I agree not to use any other student's or teacher's password to access school networks, servers, and other school systems.
- I agree that I will never share personal information over the Internet. In addition, if I am asked for personal information or harassed or bullied in any way, I agree to report it immediately to my parents, teacher, and/or a DPS staff member.
- I agree that email (or any other computer communications such as instant messaging) should only be used for appropriate, legitimate, and responsible communication.
- I agree not to download, install, and/or otherwise utilize any software that is not authorized by DPS. This includes all video games. Students will also not run unauthorized software from flash drives, and/or any other file location on their laptops.
- I will not remove DPS installed applications or files from my DPS-issued laptop.
- I will not use any proxy services, sites, or plug-ins on my DPS-issued laptop.
- I will not deface the computer or charger in any way, including applying stickers on the computer or writing on the charger.
- I agree to keep a laptop cover on the laptop at all times.
- I will not remove or deface the affixed asset tag located on the bottom of the computer.
- I understand that it is my responsibility to backup the files that I create and save on the laptop and that DPS does not backup these files. I understand that I am encouraged to setup Google Drive for desktop in the applications folder to sync my files to my school-issued Google account in the cloud.
- I will not attempt to repair my DPS-issued laptop, nor will I attempt to clean it with anything other than a soft cloth.
- I will report any problems with my DPS-issued laptop to the DPS Technology Department.
- I will treat my DPS-issued laptop with care by not dropping it, leaving it outdoors, and/or using it with food or drinks nearby.
- I will return my DPS-issued laptop, charger, and case by the last day of school each year, upon my withdrawal from DPS, at lease renewal or whenever requested by the DPS administration.

Completion of the electronic form and acknowledgement indicates receipt of and agreement to abide by the terms of the

Agreement as set above.

Parents will assume financial responsibility for any damages not covered by enrollment in the voluntary insurance program or not covered by non-enrollment in the voluntary insurance program. The cost of the laptop is \$850.00. Laptop insurance (except for the deductible amount) covers accidental repairs. Laptop repairs average anywhere from \$350 to \$850 for replacement. These costs are subject to change, and current prices will be shared.

Cosmetic damage is not covered under the laptop insurance policy and is the responsibility of parents. Cosmetic damage is defined as dents, dings, major scratches to the computer's aluminum enclosure or to the LCD display panel, and any stickers that have been applied to the aluminum enclosure that cannot be removed or when removed leave behind pieces of the sticker or adhesive residue. The district provides and requires the use of laptop covers (\$20) in an effort to reduce cosmetic damage. We expect to have a laptop life expectancy of up to eight years. Therefore, as students turn-in laptops for repair, withdrawal or graduation, laptops will be inspected by the technology staff, and students will be charged for cosmetic repairs. Cosmetic repair costs as of March 17, 2016 are top case, \$145.00; bottom case, \$75.00; display \$355.00; track pad, \$50.00; power adapter, \$80.00; and cover, \$20.00. These costs are subject to change, and current prices will be shared.

Approved June 2016 Duxbury School Committee