

Le Mars Community Schools

Student Laptop/iPad Agreement

This Agreement is between Le Mars Community School and student completing form below. Once you have read the agreement click the link at the end of the document to sign the agreement.

The following are the conditions under which you accept the provision of a laptop/iPad for your use from Le Mars Community School District. This agreement will start on receipt of the laptop/iPad from the school. The school reserves the right to transfer the laptop/iPad to another eligible student if you do not, or are unable to, for any reason, fulfil the requirements of this Agreement.

Under this Agreement, the School will:

1. Provide a laptop/iPad for your sole use while you are a student at LeMars Community School for the current school year. The laptop is for school use. It is for your sole use only, and not for use by family members or any other person.
2. Set up the laptop/iPad to enable you to connect to and make effective use of the school network, and provide a secure location for the safe storage of your laptop during the school day. The Technology Department will not be able to assist you at your home in order to connect the laptop/iPad to other internet providers.
3. Have an expectation that you will abide by the school's Acceptable Use Policy.

Under this Agreement, YOU will:

1. Use the laptop/iPad for the purposes it was provided and abide by the School District's Acceptable Use Policy.
2. Provide suitable care and security of the laptop/iPad computer at all times and immediately report any damage or loss of the laptop/iPad to the technology department.
3. Be prepared to cover the excess or the cost of repair or replacement of the laptop/iPad when the damage or loss has been a result of your own negligence.
4. Make necessary arrangements, for the return of the laptop/iPad and all accessories to the school when the current school year ends.
5. In accordance with school policies, be held responsible for any involvement by yourself or any other user of your laptop/iPad in activities associated with accessing inappropriate or illegal materials.

As a borrower of an LCSD laptop/iPad, I accept the following responsibilities

- I will follow the guidelines listed below for proper care of the laptop.
- I will use the issued equipment for school purposes. I will not install any software on the computer unless the school's technology coordinator or technology instructional coaches have approved it. (Requests for software modification or installation should be made 3 days in advance of when they are needed.)
- I will not write on or place any labels or stickers on the laptop.
- I will not disable or uninstall the virus protection or malware program that is provided with the machine.
- I will report any problems/issues I encounter while using the laptop/iPad to the technology department immediately through the help desk. (E-mail help@lemarscsd.org)
- I understand that the technology staff will reimage the laptop at any point where it becomes unusable or unstable and at the end of the year.
- I understand that reimaging may be a course of action for any repairs or modifications on the equipment and this will result in the loss of all data from the device.
- Any modifications I make in the equipment's settings will be for usability or cosmetic reasons only.
- All laptops must be returned at the end of the school year for inventory and software updates.

Guidelines for Proper Care of the Laptop

1. The laptop is not to be loaned to anyone.
2. Other individuals, including children, should not be allowed to play on the computer.
3. Proper care is to be given to the laptop at all times, including but not limited to the following:
 - a. Give care appropriate for any electrical device.
 - b. Use a surge protector or unplug the laptop during electrical storms.
 - c. Keep food and drink away from the computer.
 - d. Do not leave the laptop exposed to direct sunlight or extreme temperatures.
 - e. Position the laptop on a safe surface so it does not drop or fall.
 - f. Do not attempt to repair a damaged or malfunctioning laptop.
 - g. Do not attempt to upgrade the computer or software.
4. Proper security is to be provided for the laptop at all times, including, but not limited to, the following:
 - a. Secure your laptop in a safe place at the end of the day.
 - b. Do not leave the laptop in an unlocked car.
 - c. Do not leave the A/C adapter behind when moving the laptop.

[Click here to sign the LeMars Community Schools Student Laptop Agreement Form.](#)