



# Honeoye Falls-Lima Central School District Laptop User Agreement and Protection Plan

Please complete and return this form to the High School or Middle School Main Office. **OR NEW THIS SEASON...** This form (and payment) may also be completed online at <https://www.myschoolbucks.com>.

This agreement covers the expectations for the loan of laptop computers and related equipment, including what happens if the laptop is lost, stolen, damaged, or not returned. Use of District computers and the internet is governed by the District's Student Code of Conduct and Acceptable Use Policy along with expectations set in the curriculum related to digital citizenship and Dignity for All Students Policies. All use of computers must be consistent with all District policies and regulations (including but not limited to Policies 3415, 6480, 7552, 7554) which are located on the School District website at <https://www.hflcsd.org/district/policies> or available at the District Office. While the laptops are being utilized in the home, or in other locations off of District property and not at a school function, parents and/or guardians are responsible for proper supervision of the student's use of the laptop.

## **Ownership**

All laptops and related equipment (e.g., chargers, stylus) provided by the district are the sole property of the Honeoye Falls-Lima Central School District.

## **Use**

Students in grades 6-12 will be permitted to take their laptops home with them daily (students in grades 6 -8 are encouraged to only take their assigned laptop home only if they need to complete a school related assignment). If a student takes their assigned laptop home, the student is expected to bring their laptop to school in working order and fully charged. The privilege of taking a laptop home may be rescinded by the Building Principal, if a student regularly fails to bring their laptop to school for instruction.

Students, with support from their parents or guardians, are expected to manage and handle their laptop in a way that minimizes the likelihood of damage, loss, and theft.

All use of the laptop must be consistent with district policies. It is the responsibility of the student to back-up any files or content from their laptop.

## **Terms of Agreement**

1. Students will be able to use their laptop throughout the entire school year.
2. The District may request laptops and related equipment be returned at any time. This might include recalls for the technology department to perform updates or re-image the laptop. The District also reserves the right to access the laptops while at school to ensure proper compliance with School District policies.
3. All students will be required to return their assigned laptop and related equipment in good working order at the end of the school year. Students who transfer or withdraw from the District must return their laptop and related equipment on or before the date they leave. In the event a student does not return the laptop at the conclusion of a school year or earlier departure, the student account will be charged the full replacement value of the laptop.

## **Laptop Protection Plan**

The Honeoye Falls-Lima Central School District is providing a protection plan to cover repair and/or replacement costs in the event a device is damaged, destroyed, or stolen. The Laptop Protection Plan will insure the laptop for the duration of the Terms of this Agreement. Enrollment in the plan is optional with the understanding that if students/parents do not enroll in the protection plan, they are fully responsible for any repair and/or replacement costs in the same way they would be responsible for any other damaged or lost school property such as textbooks or music instruments and the District shall have no liability for repair or replacement.

If a laptop needs repair due to the failure of a component (processor, monitor, memory, etc.), this will be repaired by the district at no further charge to the student.

