

HORACE MANN LAPTOP CHECKOUT CONTRACT



Acceptable Use Rules

1. The laptop is an educational tool and should be used in that capacity only.
2. The student is responsible for the laptop at all times. The school is not responsible for laptops left in classrooms, hallways, or non-school properties.
3. The laptop should not be used to – COPY, DOWNLOAD, UPLOAD, or SHARE COPYRIGHTED MATERIALS without legal permission. This includes reproduction of music files (CDs) and software applications.
4. The student is the only authorized user of your assigned laptop. Never share or swap laptops with another student. Keep your password CONFIDENTIAL.
5. Do not EAT or DRINK near your laptop.
6. Avoid touching the screen. When cleaning is necessary, use a soft cloth.
7. Do not mark the laptop in any way with markers, stickers, etc.
8. Do not remove University labels or asset tags.
9. Do not insert foreign objects into openings of the laptop.
10. Laptops must come to school fully charged with power cords daily.

Internet Use Rules

1. Students agree to adhere to the Horace Mann Internet use policy signed by each student at the beginning of the school year.
2. The laptop issued to you is University property and all content (software, email, Internet usage) will be monitored AT ALL TIMES. Content found that is related to illegal or unethical activities will be reported to the authorities.
3. School staff has the right at any time to spot check student laptops.

Home Use Rules

1. Students are responsible for the care of their laptops.
2. Each laptop **MUST** be secured in the Horace Mann provided laptop sleeve or backpack while in transit.
3. Do not leave laptops in vehicles. Computers cannot tolerate extremes in temperature.
4. Parents/guardians are encouraged to be 'nosy' and interact with their students about his/her work on the laptop.
5. Laptops must be recharged before returning to school.
6. Laptops **with power cords** must be carried to school every day in your laptop backpack.
7. If a laptop is stolen, the police and the school office (417.625.5200 ext 2010) must be notified immediately in order for the laptop to be traced and disabled.
8. If a laptop is lost, the school office must be notified as soon as possible.
9. Parents are responsible for the replacement cost of lost laptops, power cords, or Horace Mann issued laptop backpacks.
10. Parents/guardians are responsible for monitoring his/her child's use of the laptop at home. School policies continue to apply when using the computer online at home.

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Student

I have read and agree to the Horace Mann **Laptop Checkout Contract**. I understand my responsibilities as a student. Violation of these policies will be subject to loss of use of the laptop as well as other disciplinary consequences as addressed in the Internet Usage Policy.

Printed Student Name _____

Student Signature _____

Date _____

Parent

I have read and agree to the Horace Mann **Laptop Checkout Contract**. I understand my responsibilities as a parent/guardian. Violation of these policies will be subject to loss of use of the laptop as well as other disciplinary consequences as addressed in the Internet Usage Policy.

I am giving consent for my child to bring the laptop home.

Printed Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____