



## HUMPHREY PUBLIC SCHOOLS 1 to 1 Computer/iPad Usage Agreement

### **HPS 1 to 1 Computer/iPad Frequently Asked Questions Info for Students**

#### **How much do I have to pay for my laptop/iPad?**

- A \$30.00 rental fee will be required before laptop/iPad checkout. This money will go into an account to help cover accidents not covered by Apple Care. While we reserve the right to charge more for intentional or malicious damage or theft, we don't anticipate any student being financially burdened by any costs associated with this initiative.

#### **What if my laptop/iPad is stolen?**

- You and your family must file a police report within 24 hours of the theft.

#### **What happens if the laptop/iPad stops working?**

- There is a 1-year warranty on all NEW computer/iPads. This means that anything that is NOT accidentally damaged can get fixed under the warranty. HPS is NOT purchasing extra warranty called Apple Care due to the lack of use. (See Damages on page 5). When a computer/iPad has problems, the Tech Coordinator will issue a different computer/iPad to the student for the remainder of their use. The problem computer/iPad will be repaired and the student will be charged accordingly if there is a charge for fixing.

#### **Can we swap power cords?**

- NO. Every power cord is labeled with the User Name that it belongs to. Students need to be responsible for their own equipment. At the end of the year, students will be responsible for returning the same laptop/iPad, and power cord that was checked out to them.

#### **Can I carry my Computer/iPad in my own case or backpack?**

- YES. Students must carry their Computer/iPad in the school-issued Laptop Sleeve and in a Laptop bag that is suitable for a laptop.

#### **Can the students change the outward appearance of their laptop/iPad? (Adding decals, etc.)**

- As long as the school ID labels are not tampered with or covered up, students may add additional decals, etc., provided that all residue is successfully removed prior to check-in. Some materials are safer than others, so if you do not want to run the risk of a fine, you should check with someone first before applying anything to the laptop/iPad.

#### **How will the school know what we do on the Computer/iPads?**

- Remote Management tools can & will be used to watch, block, send messages, etc., at any time you are on the local network. In addition, every Computer/iPad has software installed, which takes a screen shot of your computer/iPad at various intervals. This will take place both at school and at home. An administrator can play these screen shots back at any time and your laptop/iPads are subject to random and routine checks.

#### **Major Infractions (Automatic loss of Laptop/iPad)**

- Anything illegal
- P2P file sharing of any sort (LimeWire, BearShare, BitTorrent)
- Changing the configuration of the laptop/iPad, installing or removing software or hardware without consent
- Physically altering the Computer/iPad or attempting self-repair
- Cheating
- Cyber bullying or harming others
- Recording (audio or video) others without their permission
- Using another person's password, login, or computer/iPad without consent/"hacking"



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### **Minor Infractions (Loss of privileges)**

- Repetitive classroom infractions involving the Laptop/iPad
- Continuous misuse of iTunes (explicit lyrics, volume problems, etc.)
- Unlocked Locker with Laptop/iPad inside of it
- Anything that becomes a repetitive problem we will address on a case by case basis

### **Fine-able**

- Removing identification tags or labels
- Cleaning fee... adhesive that will not come off, etc.
- Loss/damage to power cord, bag, etc.

### **Where does a student go for technical support?**

1. Check with your classroom Teacher
2. Send e-mail to tech support: [techsupport@humphrey.esu7.org](mailto:techsupport@humphrey.esu7.org)
3. See Mrs. Luedtke if the first 2 can't or don't get it resolved.

### **What happens when I need help with my laptop/iPad at home or on the week-ends?**

- Students should refer to the school website, specifically the FAQ resource. Also, students can email tech support at: [techsupport@humphrey.esu.org](mailto:techsupport@humphrey.esu.org). This will send a request to Mrs. Luedtke. Students are able to communicate with each other via email or contacting each other for mutual peer support.

### **What if my family does not want to participate?**

- The laptop/iPad is a required tool for learning during the school day. If families do not wish to allow their child to participate, you will pick up your laptop/iPad in the morning and check it in at the end of the school day. Hopefully, over time, all will see the learning benefits that are possible with HPS 1 to 1 Laptop/iPad access and will consider participating.

### **What if I forget my laptop/iPad at home?**

- You will be given one "freebie" each year... where you check out a loaner computer/iPad for the day to use your mobile home account on. Once the "freebie" is used, a lesson will be issued for each time after that for not coming to class prepared.

### **How do I deal with the power limitations of a laptop/iPad?**

- Students should charge their laptop/iPad every night at home and always bring it to school fully charged. A fully charged battery should get at least 4 hours of use during the school day. Students will carry their power cords with them in their cases and, if needed, could plug into outlets and power strips to charge in any class. Supervised places such as the library could possibly be used as charging stations over lunch, etc., if needed.

### **Can I listen to music and/or check my email while I am in class?**

- This is a decision left up to the individual teacher. There is a time and a place for headphones as well as a time and place without them. Email should be used for academic-related purposes, and if abused, can be taken away on a student-by-student basis or a blanket policy change. Profanity, explicit lyrics, and/or any derogatory language on the school-issued computer/iPad are against the HPS 1 to 1 Computer/iPad Policy and could be cause for disciplinary action.



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### **Where do I print?**

- Over time, the printing needs will decrease. When a print out is absolutely necessary, students can use the First Floor printer (In the hall outside of the Tech Office) in the school building through the network. Printing in the building is for School purposes only.

### **How will we back up our laptop/iPads?**

- You will need to use your Google Drive account to back your data up. The school will NOT back up your data. If something should happen to your computer/iPad, your data will NOT be accessed on any server. If you back up your data on your Google Drive, you will be able to access it should you be issued a new laptop/iPad.

### **What should I do with my laptop/iPad...**

- In between classes? Put the laptop/iPad to sleep and carry in the school-issued case.
- During PE, etc.? Store laptop/iPads in the cases, LOCKED in student lockers. (NOT allowed in locker rooms).

### **Can we take our Computer/iPads out of town on school/personal trips?**

- Remember the focus of the initiative is on 24/7 learning. Being able to learn while traveling or outside of the school building is a prime goal. Remember that along with this privilege is a great responsibility. Students must responsibly protect and take care of their laptop/iPad even when a teacher is not present.

### **Can everyone in my family use my laptop/iPad?**

- The students are ultimately responsible for their laptop/iPads; just like any school-issued item. Should another family member misuse the laptop/iPad; the student who is ISSUED the laptop/iPad will be held responsible.

### **Can we use our own personal Computer/iPad (or any laptop/iPad) at school instead of the school-issued one?**

- NO. At school all will need to use the school-issued computer/iPad. This will have the settings, access to the server, and programs needed by the student while at school. The student's personal computer/iPad may be used at home, of course.

### **How will students be kept safe on the Internet?**

- HPS will ensure that Internet access is filtered at school AND at home. We filter to the Internet to remain in compliance with Federal Mandates to ensure safety of all students. This filter will report back to the school. Screen shots of computer/iPads (not with the camera) will be taken at various intervals at both home and at school. Administrators will have the ability to access these screen shots to monitor use.

### **What if teachers suspect and/or notice abuse or misuse?**

- Abuse will be physically obvious...misuse will have to be verified with the administration and/or Apple Remote Desktop. Teachers should not hesitate to contact Mr. King, Mr. Sjuts, or Mrs. Luedtke if any problems are seen. Staff will not hesitate to take away student laptop/iPads, especially early on, to hopefully deter future misuse. The length or severity of the punishment will be dependent on the situation. A documentation process will be utilized so that repetitive offenses will be dealt with accordingly.



## HUMPHREY PUBLIC SCHOOLS 1 to 1 Computer/iPad Usage Agreement

Student/Borrower: \_\_\_\_\_

Student Username: \_\_\_\_\_

### Parent Responsibilities

Your son/daughter has been issued a Computer/iPad computer/iPad to improve and personalize his/her education this year. It is essential that the following guidelines be observed to ensure the safe, efficient, and ethical operation of this computer/iPad.

- I will supervise my son's/daughter's use of the Computer/iPad at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my son's/daughter's use of the Internet and email.
- I will not attempt to repair the Computer/iPad, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the Computer/iPad.
- I will not load or delete any software from the Computer/iPad.
- I will make sure my son/daughter recharges the Computer/iPad battery nightly.
- I will make sure my son/daughter brings the Computer/iPad to school every day.
- I understand that if my son/daughter comes to school without his/her computer/iPad I may be called to bring it to school.
- I agree to make sure that the Computer/iPad is returned to the school when requested and upon my son's/daughter's withdrawal from Humphrey Public School.

### Student Responsibilities

Your Computer/iPad is an important learning tool and is for educational purposes only. In order to take your Computer/iPad home each day, you must be willing to accept the following responsibilities.

- When using the Computer/iPad at home, at school, and anywhere else I may take it, I will follow the policies of the Humphrey Public Schools— especially the Student Code of Conduct—and abide by all local, state, and federal laws.
- I will treat the Computer/iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the Computer/iPad to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the Computer/iPad.
- I will not remove programs or files from the Computer/iPad.
- I will honor my family's values when using the Computer/iPad.
- I will not give personal information when using the Computer/iPad.
- I will bring the Computer/iPad to school every day.
- I agree that e-mail (or any other computer/iPad communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to clean or repair the Computer/iPad.
- I will recharge the Computer/iPad battery each night.
- I will return the Computer/iPad when requested and upon my withdrawal from Humphrey Public School.



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**Laptop/iPad user fee per year:**

1st child	\$30
2nd child	\$20
3rd child	\$10

**Fines:**

Intentional laptop/iPad damages	Student will pay the entire cost of the damage (repair/replacement)
Unintentional laptop/iPad damages not covered by AppleCare, that require repair by HPS (cracked screens, liquid spills, etc.)	\$75.00 minimum – Student pays ½ of the damage cost, School pays the other ½ .
Missing/Damaged power cords (A/C adapters)	\$61.85 - 79.95 each (Depends on the cord) – Student pays full cost when cord breaks.
Lost/destroyed laptop/iPad Sleeve (Your laptop/iPad sleeve is like a textbook. If you deface, damage or destroy it, you will buy it.)	\$12.00 – Student pays full cost.

**Daily Care and Use of your HPS Computer/iPad**

**Every School Day**

- Make sure Computer/iPad is fully charged
- Put your charging cord in your bag
- Zip your computer/iPad in your bag
- Bring your bag to school!

**In Between Classes**

- Close your lid! (Put it to sleep) DO NOT leave papers with staples on them IN the case
- Zip it up in sleeve!

**Before you go home**

- Log out OR Power Down

**When not using your laptop/iPad (P.E. or practice, etc.)**

- **Lock** your laptop/iPad in your locker

**Every night**

- Fully charge your laptop/iPad!

**Every week**

- Restart your laptop

**Once in awhile**

- Clean with soft cloth or pre-approved cleaning solution (NEVER spray any cleaning solution directly on laptop/iPad)

**Never**

- Leave Computer/iPad in your car or garage overnight!
- Cram any additional objects in your laptop/iPad bag
- Remove your luggage tag name identification
- Use near or with liquids

**Most common accidents to avoid**

- Dropping it
- Knocking it off a desk
- Spilling liquid on it
- Smashing into a wall
- Ball or heavy object landing on it
- Pencils or other sharp objects inside the bag damaging the screen
- Lost power cord



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Student/Borrower:

Grade:

Cell Phone:

Home Phone:

Checkout Date: 8/15/2018 or \_\_\_\_\_

Latest Date for Return: 5/16/2019 or \_\_\_\_\_

Item Description	Information	Make: Model:	Serial Number/Item Number	Condi- tion
MacBook Pro or MacBook Air Lap- top/iPad	S/N & User names are labeled on top of the computer/iPad.	Make:  Model:		New/Good
Apple Charger	Charger labeled with your name. The charger comes in 2 pieces – Brick section, & Power Cord	Barcode:		New/Good
Laptop Sleeve			Black, Red, Grey, Blue, Pink	New/Good

NOT OFFICIAL COPY

The above listed items are being lent to Borrower and are in good working order. It is Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains the property of Humphrey Public Schools of Humphrey, Nebraska, and is herewith lent to the student for educational purposes only for the Academic School year. Student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing his/her right to use this computer/iPad. The equipment will be returned to the school when requested by Humphrey Public School, or sooner, if the student withdraws from Humphrey Public School prior to the end of the school year.

The District Property may be used by Borrower only for non-commercial purposes, in accordance with the District's policies and rules, the Humphrey Public School Code of Conduct, as well as local, state, and federal statutes.

Borrower may not install or use any software other than software owned or approved by the District and made available to Borrower in accordance with this Receipt and Agreement. Borrower agrees not to make any unauthorized use of or modifications of such software.

The District is not responsible for any computer/iPad or electronic viruses that may be transferred to or from Borrower's diskettes or other data storage medium and Borrower agrees to use Borrower's best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.

Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower's use of the District Property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Humphrey Public School.

Parent Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of District Representative \_\_\_\_\_