

Student Name: _____

Lake Washington School District <i>Netbook Usage Agreement</i> 2011-2012
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District Policy Regarding Student netbooks

The netbook that will be issued to the student is the property of The Lake Washington School District and is made available to the student as a tool for learning.

The Lake Washington School District has established netbook usage standards which cover procedures and requirements for using the computer.

Like textbooks and other school property, a netbook is assigned to the student and **MUST** be returned to the District at the end of the school year or upon withdrawal or transfer in the same condition as it was assigned.

Before being issued a netbook, students and their parent/guardian must attend an orientation session and understand what is expected relative to the use of the computer. An agreement – signed by both student and parent/guardian – to comply with the District’s netbook rules and regulations is required before a netbook will be issued to a student.

The use of a netbook is a privilege that can be revoked. Inappropriate use or neglect of a netbook can result in limits to or loss of use of the netbook. Any use on the netbook must adhere to district policy and guidelines.

Students will bring the netbook to school each day unless instructed otherwise. If students leave their netbook at home, reasonable attempts must be made to have the netbook brought to school. Repeat violations of this policy will result in loss of privilege of using the device at home.

Students are responsible for bringing the netbook to school with a full battery charge each day. If a battery drains due to heavy use during the school day, students should talk to their teacher to arrange charging the netbook.

Students must not leave the netbook unattended at any time and must follow all school procedures for securing netbooks when necessary (athletic activities, etc.). Full replacement cost may be charged to the student if a netbook is lost or stolen due to neglect.

Netbooks come with the software needed for classes. Users are not allowed to install, un-install, or modify any application, game, or operating system component in part or whole.

File-sharing, including downloading music that violates copyright laws is not permitted. Any music or other commercial files downloaded to the netbook must be legally owned by the student user.

Internet Rules and Expectations

The Lake Washington School District’s Acceptable Use Agreement must be followed at all times. You can find the Acceptable Use Policy on the district website at www.lwsd.org. Click on About Us and it is listed under the policy and regulations section.

Any inappropriate web or email activity can result in loss of the netbook privilege. This includes using personal email at home on the netbook for activities that are prohibited in the Student Rights and Responsibilities handbook. In addition, the use of tools and web based resources such as unauthorized proxy servers, to bypass district monitoring tools is strictly forbidden and is a violation of the district’s network policy.

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Student Guardian

If you unintentionally visit an inappropriate web site, report it to your teacher immediately so that district officials can remove access to the site.

All activity conducted on the Lake Washington School District netbooks and Internet/Network is monitored and can be tracked/traced. All use of the netbooks and Internet/Network should be to further the student's education and enrich the student's educational resources.

Appropriate Netbook Use

Unauthorized/Nonacademic Use of netbooks is strictly prohibited.

These include but are not limited to:

- Unauthorized installations or alterations to gain administrative access
- Downloading/installing game emulators, chat clients, peer-to-peer software, etc.
- Accessing proxy sites to bypass district web-filtering
- Using netbooks and district network to exchange/share media files in violation of copyright guidelines (i.e. Illegally obtained music or videos)
- HIB of others via electronic communication.

Enforcement/Consequences:

Will be in accordance with school discipline policies and may include:

- Loss of privileges or increased daytime controls
- Loss of computer for period of time
- Suspension/expulsion – serious or repeated offense as outlined in the school discipline code for exceptional/serious misconduct (e.g. HIB, sexual harassment, threats).
- Other forms of misconduct (e.g. academic dishonesty, negative community action, vulgar or lewd conduct/profanity).

Parent Information

The netbook is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way that would compromise access by the student.

Parents are responsible for supervising student Internet use while at home; the district has installed remote web filtering services on each netbook.

Parents should monitor the use of the computer at home to ensure that its primary function is academic and that students are completing assigned school work rather than excessive gaming, chatting, etc.

Use of Internet resources – including online curriculum content purchased by the district – will be an integral part of the learning activities in your child's classes. If you have reservations or objections about your child having access to the Internet while at school, please contact your child's teacher to discuss the matter.

General Handling and Required Care of the netbook

Student and Parent/Guardian will be charged for any damage resulting from abuse or mishandling, or loss of a netbook due to neglect. A police report is required for any stolen netbook.

The netbook should never be forced open past its stop point (which is roughly a 130 degree angle). Damage to the hinge and bezel brace around the screen can occur if the netbook is opened too far.

Each netbook is labeled with a district identification barcode. Do not remove this sticker.

Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the netbook.

Do not eat or drink near the netbook. There should never be any food or drink around the netbook. Students will be responsible for full repair cost for damage due to spilled substances.

Use the netbook on a flat, stable surface. (The top of a stack of books is not a stable surface) A computer that falls on the floor may be irreparably damaged.

In the classroom, the netbook lid should be closed between uses.

When not in use, the netbook shall be shut down.

Cleaning & Handling the netbook Computer

IMPORTANT--Do not use water or other cleaning solutions on the netbook. Wipe the surfaces lightly with a clean soft cloth. Always avoid touching the screen. When cleaning is necessary, ask your teacher for assistance.

Excessive scratches and scuffs to the netbook exterior can result in repair fees assessed to the student.

Make sure hands are clean before using the netbook – the trackpad and keyboard are delicate and must be cleaned by a computer technician.

When charging cable needs to be connected, be sure to line it up correctly when inserting and removing. Students are responsible for damage to the charger port or connector pin resulting from mishandling.

If the battery is not charging, do not wiggle the power cord. Try removing it and fully reinserting it.

If you have problems with your netbook, stop using the computer and ask your teacher for help.

Lost or Stolen Netbooks

Students are expected to keep track of and to care for this equipment for the time period it is issued to them. Students/families may be fined for damaged or lost equipment.

If a netbook is lost, the student or guardian must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her.

If a netbook is stolen, the student or guardian must file a police report and submit a copy to the teacher or administrator.

The circumstances of each situation involving lost netbooks will be investigated individually and appropriate fees may be assigned.

Loss or theft of a netbook due to negligence (leaving the netbook unattended, failing to secure it per school recommendations, leaving it in an unlocked car, leaving it on the bus, etc.) may result in the full replacement cost being assessed to the student.

Students may be responsible for costs of the following:

Damage caused by liquid/beverage spills

Liquids near netbooks are explicitly prohibited per Netbook Agreement

Excessive scratches/wear to netbook exterior

Intentionally marking, defacing, and/or abusing the netbook

Damage caused by tampering with hardware components to alter district configurations

Multiple Incidents – especially if lack of due diligence is evident – could result in an escalation of fees, assessment of full repair cost, or restriction of take-home privileges.

Repair costs:

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|--|----------|
| <input type="checkbox"/> Full replacement cost | \$544.22 |
| <input type="checkbox"/> Cracked or broken screen | \$150.00 |
| <input type="checkbox"/> Power supply (complete with brick & power cord) | \$ 58.75 |
| <input type="checkbox"/> Hard Drive | \$ 55.00 |
| <input type="checkbox"/> Battery | \$ 54.75 |
| <input type="checkbox"/> Drop damage – broken upper or lower case | \$ 25.00 |
| <input type="checkbox"/> Keyboard Damage | \$ 25.00 |

To ensure timely repairs, prompt payment is expected.

If an extension or partial payment plan is requested, the request should be made within one week of the notice being received.

Netbooks for home-use cannot be issued until cost has been paid or other arrangements for payment have been made with school officials.

Full or partial scholarship requests for repairs or other fees (i.e. power adapter) will only be considered for families qualifying for scholarship assistance with the initial netbook fees, or in cases where school officials determine that extraordinary circumstances exist.

Parents may choose to insure themselves against possible repair or replacement costs by contacting their homeowner’s insurance provider or [purchasing netbook insurance through Worth Ave. Insurance Group](#). Additional information regarding insurance options is posted on the school’s website.

Further information is provided in the Lake Washington School District Acceptable Use Policy.

I have read this document and understand that I may be responsible for replacement costs or fees if the netbook is lost or damaged due to neglect.

Student Name (Print)	Signature	Date
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Parent Name (Print)	Signature	Date
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