

LAPTOP POLICY 2018-2019

Immaculate Conception Catholic School (ICCS) provides you a laptop for instructional purposes. Like a school-issued textbook, you are liable for any damages to the laptop assigned you. Also, like a textbook, ICCS maintains ownership of the laptop.

As we focus on being good stewards of all God has given us there are a few simple rules to follow.

The Simple Rules

- The school's *Acceptable Use Policy*, as stated in the *Parent/Student Handbook* is to be followed at all times.
- Laptops are to be used in instructional areas only, unless instructed otherwise by a teacher.
- Laptop settings are not to be tampered with; protective covers are not to be removed.
- Laptops are to be kept under your classroom desk while not in use or returned to your assigned laptop cabinet. This includes the laptop being placed under your classroom desk even if you are just going to the office or your locker.
- Care is to be taken when going from class-to-class with your laptop so as not to drop it.
- Laptops are not to be left unattended outside of the classroom.
- Laptops are to be returned to your assigned place in your assigned laptop cabinet at the end of every school day. It is to be turned off, or in a suspended or hibernated state; it should not be running. It is to be plugged in to charge.
- Laptops are not to be stored in lockers at any time.
- Any problems with your laptop are to be brought to the teacher's or Technology Director's attention as soon as possible.
- Disciplinary action will be taken for not following the rules.

Approximate Repairs Costs

Students are responsible for any repairs needed to their laptop to return it to a fully functioning unit. Replacement parts are charged at cost. There may be a fee for labor. Approximate replacement part costs are listed below:

- Upper Part of Case: \$40
- Lower Part of Case: \$40
- Keyboard Assembly: \$35
- Power Supply: \$10
- Battery: \$20
- Replacement Screen: \$50
- Broken Power Connector: \$130
- Reinstalling Operating System or Changing Configuration Settings Back to Original Ones: \$200

Your laptop has been issued to you in good working order. Please note any problems or issues below (i.e. cracked case, missing key(s), non-working WiFi, etc):

This form must be returned, signed, in order to use your assigned laptop.

I, _____, have received a laptop in good working order, with any exceptions noted above.

Student Signature: _____

Parent/Guardian Signature: _____

Parent/Guardian Name Printed: _____

Date: _____