

## East Mills Community School District

### Student Laptop Program Acknowledgement Form (Grades 5-12)

**Review and initial each statement below.**

<b>The following items reiterate some of the most important points covered in the Laptop Computer Use Agreement, the Standards for Proper Care, and the Acceptable Use Policy, which you can read on the East Mills School Website.</b>	<b>Student Initial</b>	<b>Parent Initial</b>
I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as on the laptop, external hard-drive, etc.).		
I will not leave my laptop unattended unless it is locked in a secure place. My family may be fully responsible for the cost of replacement should my laptop become lost or stolen due to "gross negligence" as determined by administration.		
I understand that my family may be responsible for damages that occur to the laptop. <i>Please refer to the Computer Use Agreement form for details.</i>		
I will not download, install or use file-sharing programs or attempt to view/download games or programs/websites without the permission of EMCS D		
I will not duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally own.		
I will keep the laptop lid fully closed whenever it is moved from one point to another.		
I will read and follow general maintenance alerts from school personnel.		
I will report any problems with my laptop to a Teacher, the Principal, or a member of the tech support staff in a timely manner.		
I have read the <b>Equipment Lending Information</b> section which gives students permission to check out other equipment, such as digital still cameras and video cameras, and agree to those conditions (put an "X" if you decline and therefore will not use this equipment)		

**I have read the Laptop Computer Use Agreement, the Standards for Proper Care, and the Acceptable Use Policy and agree with their stated conditions. I understand that a \$35 technology/software deposit needs to be submitted and processed prior to the issuing of the student laptop. Students that qualify for the Free or Reduced Lunch Program may request to waive this fee in exchange for 5 hours of community service. Questions and or accommodations regarding this fee need be directed to High School Principal Mr. Dale Scott or East Mills Superintendent of Schools Mr. Tim Hood. This \$35 fee will be returned, minus assessed damages, at the end of the student's school career or when they move from the system.**

Student Name (printed clearly)

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

Parent Name (printed clearly)

\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**If for some reason you choose not to receive a laptop at this time, sign below. My signature below indicates that I have read and understand all of the Technology Policies of EMCS D, but I choose NOT to receive a laptop at this time. I understand that laptop usage will be permitted at school only and that I have read the Standards for Proper Care, and the Acceptable Use Policy and agree with their stated conditions.**

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

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

This completed and signed form is a mandatory requirement for the assigning and issuing of a EMCS D laptop computer. It must be filed prior to the Issuing and assigning of a computer. Students will not receive their laptops until the Building Principal or his designee has received a signed form.

**All policies and forms are available of the East Mills School Website.**