

Copper Canyon High School Student Laptop Checkout Agreement

I will receive a laptop and accessories noted below to use for school related purposes during the school year. It will be returned by the end of the check out period (3 school days). I understand I will not be issued a laptop unless I complete the following:

The attached form must be signed by a parent or legal guardian before a laptop can be issued.

TUHSD has insured the laptops for the current year. I understand there may be charges if the laptop or accessories are damaged, lost or stolen:

I will immediately report theft or damage of any kind to the media center and/or my teacher. For hardware and software problems, my teachers or I will contact Mrs. Kuhlwein, CCHS Library Media Specialist, telephone: 623-478-4831. I understand that the privilege of using the laptop **may be revoked** if:

- I do not use the approved laptop bag or trade bags or laptops with another student
- I leave the laptop in an unsecured area including an unlocked locker or vehicle
- My laptop is maliciously damaged
- I damage another's laptop
- I lend my laptop to anyone
- My laptop is involved in recurrent reckless activities
- I disregard TUHSD Use of Technology Resources Policies
- I disregard the CCHS Laptop Guidelines

I understand that I may use the laptop to connect to the Internet at home; however, my family is responsible for acquiring an Internet Service Provider.

I understand that no software, without permission of my teacher (including games, music, video, etc.), will be downloaded or installed on the laptop except printer drivers and Internet Service Provider software. I also understand that I will NOT save anything to the hard drive.

To be completed when the laptop is issued.	Item description	Serial No./ Barcode No.	Contents verified
	Dell Latitude D520 Laptop Cost: \$1500.00 Includes briefcase and charger Floppy drive and USB cable		

I will return the laptop and all accessories listed above by the end of the checkout period (3 school days). I have read and understand the TUHSD Use of Technology Resources and CCHS Laptop Guidelines pertaining to the use of the laptop. I have verified the Serial/Barcode Number and accept responsibility for the equipment listed above. I also understand that the laptop is not loaned out for weekends or breaks, and that a late fee of \$1 per day applies.

Student Signature

Student Printed Name

Date

Teacher

Copper Canyon High School
Parent/Legal Guardian Laptop Checkout Agreement

I understand that my child will receive a laptop at Copper Canyon High School and will be given a copy of this form with the Serial/Barcode Number recorded.

I have read the agreement form and understand the usage rules and the financial responsibility if damage or loss occurs. I also understand that late fines of \$1 per day will be applied, and laptops will be loaned out only during school days (not over the weekend or breaks). To continue to have checkout privileges, I agree that my child will return his/her laptop to the media center no later than Friday at 3 P.M.

My child has my permission to receive this equipment.

Student's Name _____ ID # _____

Parent Signature _____ Printed Name _____

Parent Phone Number _____

Date _____

Form signed by parent/legal guardian must be returned before laptop is issued.

Copper Canyon High School

Laptop Guidelines

Log in:

ID: chs.laptop

Password: chslaptop

TUHSD fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner. Use the following as a guide when working with district laptops:

1. The school's Internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the TUHSD faculty.
2. Each laptop is assigned to one student only. Do **NOT** allow others to use your computer.
3. Students will not create or use additional account on their laptops other than the one assigned by TUHSD. Local accounts or **any account** which bypasses management or security may result in the immediate loss of the laptop. This includes the use of any website which allows users to bypass web/internet restrictions.
4. During school hours, any video games (including web based & widget games) or movies are prohibited unless directly related to a school assignment or activity.
5. The possession of any content (music, pictures, moves, games, etc.), which may be construed as profane, pornographic, or offensive, will result in severe disciplinary action.
6. **The checkout period for laptops is 3 days.** Students will return the laptop to the Media Center staff.
7. E-mail (or any other electronic communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, profane, abusive, threatening, or otherwise inappropriate language is not permitted.
8. Students may access only those files that belong to them or which they are certain they have permission to use. Students are expected to follow all copyright laws. The sharing or transferring of copyrighted materials is prohibited! This activity is illegal and may result in the loss of the laptop for everyone involved. **When in doubt, ask first.**
9. Files stored within the school computer systems (both laptop and file servers) should be limited to those relating to formal school courses or activities.
10. Laptops, accessories, and backpacks are property of TUHSD and are loaned to the students for educational use. Any abuse, markings, stickers, or adhesive residue found on these items will result in fines being issued to cover repairs necessary to return these items to like-new condition.
11. Any damage to laptops or accessories caused by malice, assault, vandalism, or similar actions will result in a police report and possible criminal charges being filed.
12. Any loss of a laptop (fire, theft, misplaced, etc.) will require a police report and investigation to satisfy the terms of the insurance policy. Prosecution will be pursued for any fraud or other criminal activity.

Access to the TUHSD laptops is a privilege, not a right. Violating the letter or spirit of the above guidelines may result in the loss of the laptop, disciplinary action(s), criminal charges and/or fines.