

Computer Damage Protection Agreement

Computer # _____

Please read the below information to determine if the protection program is needed for you and your student against damage & loss of the loaned computer equipment in your care. *This form must be completed and marked Yes or No before the computer will be provided to the student.*

Coverage & Benefit

This agreement covers the computer loaned to the student against all damage or loss over \$100. Accessories valued at less than \$100 are not covered. The total value will be determined by repair or replacement cost at the time of loss or damage. Coverage is for use during school and/or while away from school, dependent on the program level chosen below.

Effective & Expiration Dates

This coverage is effective from the date this request form and premium payment are received by the school through the date at which the computer is requested to be returned in good working order to the school.

Premium

The total premium cost is \$15 per computer per school year, if the computer is left at school at night. The premium cost is \$35 if the laptop is taken home at night. Partial semesters are not refundable.

It is agreed & understood that 1) Lyons-Decatur Northeast Public Schools will offer coverage to all students, 2) coverage is voluntary, and 3) a separate application is required for each computer covered.

_____ Yes, I would like to participate in the damage/loss protection program offered by LDNE.

_____ I would like my child to be able to take the laptop home and will pay \$35.

_____ I would prefer that my child leave their laptop at school and will pay \$15.

_____ CASH _____ Check (# _____)

_____ No, I decline this option and I understand that I am responsible for 100% of any damage or loss to the loaned computer or tablet.

My signature and that of my parent or guardian, acknowledges receipt of, and agreement to abide by the terms of the Computer Use Policies and Procedures while using the school issued laptop.

Student signature *date*

Parent/Guardian signature *date*

Lyons-Decatur Northeast Public Schools

LAPTOP LOAN AGREEMENT

This Agreement represents an outline of the laptop Policies & Procedures. By signing this Agreement, students and parents/guardians agree to follow the Policies & Procedures. Students and parents/guardians are encouraged to read and understand these Policies & Procedures prior to signing this Agreement.

Student Responsibilities

I agree to abide by the computer use Policies & Procedures in the student handbook and abide by all local, state, and federal laws.

I agree that my use of District technology devices is for educational purposes only.

I agree that use of District technology devices is a privilege, and that I am responsible for the proper care of the computer that is assigned to me, as well as any other District technology equipment I am allowed to use.

I agree to keep all accounts and passwords assigned to me secure and will not share these with any other students. This includes but is not limited to passwords for email, local network, and internet access.

I agree that I will never share personal information over the Internet. In addition, if I am asked for personal information or harassed in any way, I agree to report it immediately to my parents, teacher, and/or staff member.

I agree that I will not install, download, or otherwise utilize any software that is not specifically authorized by the District Technology Department.

I will not remove programs or files from the laptop.

I will honor my family's values when using the laptop.

I will treat the laptop with care by not dropping it, leaving it outdoors, or using it with food or drink nearby.

I will bring my fully charged laptop to school every day.

I agree that email (or any other electronic communication) will be used only for appropriate, legitimate, and responsible communication.

I will return the laptop when requested and upon my withdrawal from LDNE Public Schools.

I will comply with all copyright laws.

I will place the laptop in its protective bag when not in use and when it is being moved.

I understand that I need to sync all files with the School Approved Cloud Service and that this will be my responsibility, as it is not automatic. Personal movie, music, and picture files will not be backed up to the School's Cloud Service. These files should be backed up to other sources, such as a personal flash drive, external hard drive, etc.

Parent Responsibilities

I will supervise my student's use of the laptop 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 student's use of the Internet and email.

I will not attempt to repair the laptop, nor will I attempt to clean it with anything other than a soft cloth.

I will report to the school any problems with the laptop.

I will not load or delete any software from the laptop.

I will make sure my student charges the laptop's battery nightly.

I will make sure my student brings the laptop to school every day.

I understand that if my student comes to school without her/his laptop there will be disciplinary actions.

I agree to ensure the laptop is returned to the school when requested and upon my student's withdrawal from LDNE Public Schools.

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My signature, and that of my parent or guardian, acknowledges our receipt of, and agreement to abide by the terms of the Laptop Loan Agreement.

Student Signature

Date

Parent/Guardian Signature

Date

Lyons-Decatur Northeast School Permission Form

Parent or Guardian: Please complete this form and return it to your child's teacher for Elementary Students or the Principal's Office for JH/SH students.

INTERNET SAFETY AND ACCEPTABLE USE POLICY - #6507.1:

"This receipt shall serve to be the agreement and permission that, as parent or guardian of a student attending Burt County School District No. 20, you give permission for the student whose signature accompanies yours below to have access to the Northeast Computer/internet Network. The Internet Safety and Acceptable Use Policy #6507.1, which is included within the student handbook, is available and has been explained to students who are too young to read and/or understand the policy. As a student and with my signature below, I understand and will abide by the Computer Network and Internet Use Agreement and accept the responsibility of using the network according to the Student Handbook."

Publicity Permission

As technology is an integral part of student education, there are multiple occasions when student work or pictures of students can be used for display purposes. This requires parental permission to cover all written, audio, video, and electronic publishing mediums. We are committed, as an institution, to preserving your child's privacy and security. Please check **YES** or **NO** below:

YES, I give permission to:

- a) Include my son/daughter's picture and/or work on school social media sites located on the internet including our school webpage
- b) Include my son/daughter's picture in a newspaper (student first and last name, along with the name of the school will be printed)
- c) Include my son/daughter's work (writing, artwork, projects, etc.)

NO, I do not give permission for any of the above.

Student & Parent Handbook Acknowledgement:

According to school law (Sec. 70-4, 176) "Rules or Standards" which form the basis for discipline shall be distributed to students and their parents at the beginning of each school year, or at the time of enrollment, and shall be posted in visible places in each school during the school year. Changes in rules and standards shall not take effect until a reasonable effort has been made to distribute such changes to all students and parents. Parents or guardians and students are requested to sign and return, acknowledging the availability of the Student/Parent Handbook on the school's website: www.lyonsdecaturschools.org

Please check if you would like to receive a printed copy of the Student Handbook

DRUG/ALCOHOL PROVISIONS:

"THIS RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING BURT COUNTY SCHOOL DISTRICT NO. 20 HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXACTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THE DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS PART OF THE SCHOOL'S ACTIVITIES AS HEREINABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNATIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

I acknowledge that the Lyons-Decatur Northeast Student Handbook has been made available which includes the "Rules or Standards" for students. I understand the rights and procedures afforded me according to due process are included in the handbook.

Student Signature

Dated

Parent Signature

Dated

LYONS-DECATUR NORTHEAST SCHOOLS

COMPUTER NETWORK, INTERNET and EMAIL

STUDENT USE AGREEMENT

Student Name (please print)

Grade

Student Information – The student has read the Lyons-Decatur Northeast Schools (LDNE) Use Policies number 6507 and number 6507.1.

I understand and will abide by the Computer Network and Internet Use Agreement and accept the responsibility of using the network in an appropriate manner. I understand that any violation of the regulations is unethical and may constitute a criminal offense. In addition, if I commit any violation of this agreement, my access privileges may be suspended, disciplinary actions may be taken, and/or legal action recommended.

Parent Information – The parent is aware of LDNE Use Policy.

If you choose, your son or daughter will be granted access to the LDNE Local Area Network (LAN) and the internet through the LAN. This access includes access to computers and/or tablets through which the LAN and internet may be accessed; this access includes connections to computers and servers through the LAN and the internet which will allow your student access to global educational resources.

Please read the LDNE Acceptable Use Policy with your student. In accepting this agreement, I recognize it is impossible for LDNE Schools to restrict access to all controversial materials; however, the school will actively supervise students on the Internet both in the classroom and the media center. There are locations on Internet where information, communications, and resources are accessible that are not appropriate for a school setting and these sites are to be avoided. If such a site is accidentally encountered by a student, they are to immediately inform their Teacher or an Administrator. It is the responsibility of the student to not participate in communications that are inappropriate or criminal.

I give my permission for my son/daughter to have access to LDNE technology devices, computer curriculum, school network, and the internet.

We have internet access at home _____ **We do not have internet access at home** _____

Parent Information – email account usage

Your son or daughter will be assigned a personal email account to be used for communication with students/teachers and for classroom usage. Though the email account will be managed under Google Admin for Education, the account address will be under the Lyons-Decatur Schools' specific internet domain. The account will be managed in accordance with LDNE Policies as well as Federal and State statutes. By signing this agreement, you are allowing an email account to be assigned to your child.

I understand that my son/daughter will be assigned an email account.

Parent Signature

Date

Student Signature

Date