

NTH@C

NEW TECH HIGH @ COPPELL

PARENT AND

LEARNER

LAPTOP HANDBOOK

2017-2018

Terms of the Laptop Loan

New Tech High @ Coppell is a project based learning environment where every learner will be assigned a District-owned laptop as long as they are a current learner at NTH@C. As a part of this program, each learner will be receiving a MacBook Pro laptop. This laptop is intended for educational purposes and will be issued upon the learner's and parent/guardian's signed acceptance of the terms of the Parent/Learner Laptop Handbook, Acceptable Use of Technology Resources, and Student Code of Conduct.

Terms

Each learner is required to comply at all times with the Coppell ISD *Parent/Learner Laptop Handbook*, *Acceptable Use for Technology Resources*, and *Student Code of Conduct* incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effectively immediately and the District may repossess the property.

Title

Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and District policy.

Care of Equipment

The learner will exercise all due and reasonable care in handling the use of laptop and associated peripherals and agrees to return the equipment in good condition at the end of each school year. Coppell ISD accepts and acknowledges reasonable and normal wear and tear of the laptop over the course of its useful life.

Repossession

If you do not fully comply in a timely manner with all terms of this Agreement and the *Parent/Learner Laptop Handbook*, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

Term of Agreement

Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

Parent/Learner Laptop Fees

Learners are required to follow the procedures defined below:

- Learners will take possession of their assigned laptop during the first week of each school year and check-in no later than the last day of each school year or upon withdrawal from the District.
- In case of theft, vandalism, and other criminal acts, a police report MUST be filed by the learner and/or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the learner/parent and a copy of the report be brought to the school for verification.
- Seniors must clear all records and pay all fees before participating in graduation.
- Learners/Parents are responsible for repair costs associated with any damage to an assigned laptop. In the event of damage, the District will obtain and provide the total cost of repair to the Learner/Parent. Payment must be received prior to any repair being completed.
- In the case of theft, vandalism, and other criminal acts, Learners/Parents are responsible for the current replacement cost of the laptop. The District will obtain and provide the

current total replacement cost to the Learner/Parent. Payment must be received prior to a replacement laptop being provided back to the Learner.

No Loaning or Borrowing Laptops

- Do NOT loan laptops or other equipment to other learners.
- Do NOT borrow a laptop from another learner.
- Do NOT share passwords or usernames with others.

General Laptop Rules

Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers and power-on screen are not to be used.
- There is a \$20 re-imaging charge to get rid of any of the above.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones can be used unless it becomes a distraction and is impacting the instructional process.

Deleting Files

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.
- There is a \$20 re-imaging charge to correct system files.

Music, Games, or Programs

- Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws.
- All software loaded on the system must be District approved.
- There is a \$20 re-imaging charge to get rid of any unapproved software or files.

Transporting Laptops

- Laptops must be transported in an approved backpack or case.
 - To prevent hard drive damage, laptops need to be shut down when not in use.