



**Lowndes County School District  
Engaged Learning Initiative (ELI)  
Grades 5<sup>th</sup>-12<sup>th</sup>**

**ENGAGED LEARNING INITIATIVE ACKNOWLEDGEMENT FORM (ELI)**

By submitting this form I, the undersigned, acknowledge that I have read the following documents and understand the basic use and care of the laptop issued by the Lowndes County School District.

The purpose of the Lowndes County School District Engaged Learning Initiative is to support the teaching and learning process through digital resources and devices. As a student, I understand the importance of gaining new skills and integrating technology into my school experience. I further understand that this technology is a privilege. I agree to take care of the device and use it for instructional purposes.

**Items Submitted:**

- Laptop User Agreement
- Guidelines for Proper Laptop Care
- \$25 School Technology Fee Items

**Received:**

- Charger and Extension Adapter
- MacBook Air
- ID Tag

\_\_\_\_\_  
Parent's Printed Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## GUIDELINES FOR PROPER LAPTOP CARE

### ***Please read this entire section carefully.***

You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned laptop. Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.

Listed below are several pragmatic steps that you should utilize to maximize the life of your Device. "Device" refers to all hardware and software including but not limited to: laptop, power adapter, case, etc. By taking proper care of your Device, you will insure that it will be a functional and important resource for your instruction during the school year.

### **1. Your Responsibilities**

- Student issued Devices are for use solely by the student that they were issued to. Treat this Device with as much care as your own property.
- Bring the Device to school every day with a fully charged battery. If you forget your Device, a loaner Device may not be provided. Please ensure that your Device is properly charged throughout the day.
- Keep your Device either locked in a secure location or attended, within your sight, at all times. Keep the laptop stored in a secure place when you cannot directly monitor it.
- Avoid leaving your Device in public areas that are unattended.
- Do not let anyone use the Device other than yourself and an administrator.
- Never share passwords.
- Adhere to policies outlined in the Laptop User Agreement and the Acceptable Use Policy.
- Back up your data at least weekly. You may choose to back up data using an external hard drive, flash drive, or other devices as needed.

### **2. Handling Technical Problems**

Should anything go wrong with your computer try restarting it, as this solves many issues that may happen? If you have an issue that you are unable to resolve, please contact your school's Technology Contact. If the Technology Contact cannot resolve the problem quickly, he/she will report the issue to the LCSD Technology *Department*.

### **3. General Care**

Operate your laptop on a safe and stable environment. Do not place on uneven or unstable work surfaces. Placing you laptop on the floor where it can be stepped on or kicked should also be avoided. Seek servicing if the casing has been damaged. Keep your computer centered on your desk. It should not hang off the edge.

***Keep liquids away from your laptop.*** As tempting as it might be to drink coffee, soda or any other liquid near your laptop, accidents can happen all too easily. Spilled liquids may damage the internal components or cause electrical injury to the laptop. Short circuits can corrupt data or even permanently destroy parts. The solution is very simple: Keep your drinks away from your computer. Even if you're careful, someone else might bump into your desk or you.

***Keep food away from your laptop.*** Don't eat over your laptop. The crumbs can go down between the keys in the keyboard and provide an invitation to small bugs. The crumbs can also irritate the circuitry. Always have clean hands when using your laptop. Clean hands make it easier to use your laptop touchpad and there will be less risk of leaving dirt and other stains on the computer. In addition, if you clean your hands before use, you will help reduce wear and tear on the coating of the laptop caused by contact with sweat and small particles that can act upon the laptop's exterior underneath your wrists and fingers.

- Do not remove or change the physical structure of the Device.
- Do not remove or damage any identification labels that are on the Device. If an identification label is

damaged or comes off, please bring the Device to your school office.

- Do not apply stickers, skins, or additional labels to the Device.
- If you need to clean the Device, shut the Device down and then use a lint-free cloth and dampen it slightly with water. iKlear or similar products are acceptable for cleaning screens and surfaces.

#### **4. Handling**

**Protect the screen and body of your laptop.** Do not place or drop objects on top and do not shove any foreign objects into the Device. When you shut your laptop, make sure there are no small items, such as a pencil or small earphones, on the keyboard. These can damage the display screen when shut; the screen will scratch if the item is rough. Close the lid gently and holding from the middle.

**Use the laptop bag provided.** Whenever you are transporting the laptop – home, to the car, etc., use the laptop bag provided by the District. This bag was selected after careful review. It will assist in avoiding scratching, squeezing or even potentially dropping it. Use your LCSD laptop bag when carrying your laptop. Many breaks happen because of laptops being dropped or bumped. The bag selected by the District will greatly reduce the risk of damage.

- Always completely close the lid of the Device and wait for the Device to go to sleep. You can check this by waiting until the light on the front of the Device starts to pulsate. Moving the Device before it goes to sleep can cause physical damage to internal parts, which may lead to potential data loss.
- Do not pick up the Device by the screen/monitor. Close the monitor and lift the entire Device.
- Shutdown your Device if you will not be using it for a day or more.
- Always keep your Device in its case. Do not over stuff your bag. The pressure can damage the screen of the Device.
- Never leave any objects on the keyboard. Items like pens, pencils, earbuds that are left on the keyboard will damage the screen if the lid is closed to the Device.

#### **5. Power Management**

- Plug your power adapter into the wall outlet first before connecting the other end to your laptop.
- A battery takes between 2 and 3 hours to fully charge. The battery in the laptop can last for up to 7 hours with careful use.
- Check the battery level indicator in the menu bar for the status of the battery.

#### **Battery conservation tips:**

- Close the lid of the laptop and allow it to enter sleep mode when not in use.
- Reduce the brightness of the screen.
- Remove CD and DVDs when not in use.
- Turn off Bluetooth and Wifi when not in use.
- Minimize processor intensive operations such as video editing, etc.
- Disconnect USB or other external devices.
- Do not let the battery completely drain. To keep the battery in optimal condition, it needs exercise, which means periodic battery usage and AC power usage.
- Arrive every day with a fully charged battery. Establish a routine at home where each night the battery is recharged.

## 6. Personal Health and Safety

Don't leave your laptop in a car. Not only do the insides of cars experience large temperature swings that could damage a laptop, but a laptop (or laptop bag) is an inviting target for a smash and grab thief. Don't expose your laptop to rapid temperature fluctuations. When bringing your laptop indoors from a cold environment, don't turn it on immediately. Instead, let it warm to room temperature first.

This will avoid any potential for damage to the disk drive from condensation forming inside the machine.

- Avoid extended use of the Device resting directly on your lap. The laptop can generate significant heat that can cause injury.
- Avoid using the Device for extensive amounts of time. Take frequent breaks and alter your physical position to minimize discomfort.

### **Care Tips**

- Don't place anything between the screen and keyboard when you close the computer.
- Be careful with your charger. Don't roll over, step on or "yank" the cord. Keep your charger in a separate area from your laptop. If you carry your charger in your laptop case, be careful when you lay your laptop case down. Be sure the charger is on the top to keep the screen from cracking.
- Do not pick at your laptop keys or remove them for any reason.
- Use a soft cotton cloth, such as a handkerchief, moistened with non-alkaline detergent or iKlear to clean your computer.
- Do not place your laptop on a pillow or other soft material when it's on, because this may cause the computer to overheat.
- When using your laptop or charging the battery, it is normal for the bottom of the case to get warm. For extended use, place the computer on a hard flat surface. The bottom of the laptop case acts as a cooling surface that transfers heat.

### **Taking care of your laptop at home**

- Be sure to store the laptop in a safe place with nothing placed or stacked on top of it.
- Place your laptop on a sturdy work surface clear of all food, drink, and sharp obstacles.
- Plug in your power adapter, then open and power up your laptop.
- Be sure to unplug your laptop if there is an electrical storm.

**Portables risk losing data:** Stored data is your Device's most important commodity. A good rule of thumb: Protect valuable data by backing it up to a flash drive or external hard drive. Any hard drive (the laptop's most sensitive part) can go bad — through no fault of the user — at any time and without warning.

**Back up, back up, back up work you cannot live without!**

By signing the LCSD Laptop Care Guide you indicate that you have read this document and agree to its stated conditions.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## STUDENT LAPTOP USER AGREEMENT

### Please read this entire section carefully.

This agreement is made effective upon receipt of Device, between Lowndes County School District (“LCSD”), the individual receiving a laptop (“Student”). The Student, in consideration of being provided with a laptop Device, software, and related materials (the “Device”) for use while the Student is enrolled at LCSD, hereby agree as follows:

### EQUIPMENT

- 1.1 Ownership:** LCSD retains sole right of ownership of the Device and grants permission to the Student to use the Device according to the guidelines set forth in this document and the Acceptable Use Policy. Moreover, LCSD administrative staff retains the right to collect and/or inspect the Device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware.
- 1.2 Substitution of Equipment:** In the event the Device is inoperable, LCSD has a limited number of spare laptops (loaners) for use while the Device is repaired or replaced. This agreement remains in effect for such a substitute. The Student may not opt to keep a broken Device or avoid using the Device due to loss or damage. If the Student forgets to bring his/her operable Device or a power adapter to school, a substitute may not be provided.
- 1.3 Responsibility for Electronic Data:** The Student is solely responsible for any non-LCSD installed resources and for any data stored on the Device. It is the sole responsibility of the Student to backup all data as necessary. LCSD does not accept responsibility for loss of any such data or for the Student’s own software/music/photos, etc.

The Student may choose a backup method of his/her choice. LCSD recommends that the Student purchase an external hard drive and perform regular (daily or weekly) backups of data. More information on backup strategies can be found on the LCSD Technology Department website.

### CUSTOMIZATIONS

#### The Student is prohibited:

- From adding, removing, or altering files outside the user’s directory on the assigned Device unless authorized by the Technology Department.
- From covering, removing, or altering the asset tags that are placed on the Device.
- From installing software unless given express permission by the Technology Department.
- Students do not have administrator privileges on these devices to install software, games, or applications packages – including print drivers.

#### The Student is permitted:

- To install music files and pictures applications on the assigned Device through the Mobile Device Management (MDM) application. Also, LCSD may periodically conduct maintenance that will require the Student to re-install all non-LCSD issued files. Note: the software originally installed by LCSD must remain on the device at all times.
- Decals only, no stickers may be applied to the outside of the Mac.

## DAMAGE OR LOSS OF EQUIPMENT

**1.4 Warranty for Equipment Defects:** LCSD has purchased a three-year manufacturer's warranty (AppleCare) covering parts and labor. AppleCare covers only damage to the Device caused by manufacturer's defects. No additional charges for repairs covered by warranty will be incurred. \*Liquid and accidental damages (drink spilled, cracked screen, dropped machine, etc.) are not covered by AppleCare.

**1.5 Responsibility for Damage:** The Student is responsible for maintaining a fully working Device at all times. The Student shall use reasonable care to ensure that the Device is not damaged. Refer to the Laptop Care Guide for a description of expected care. The Student will be provided with a durable computer backpack in which to carry and protect the Device. This computer backpack should be used for transporting the Device at all times to provide necessary protection to the Device. These policies apply regardless of where the damage occurs – either on campus or off campus.

If the Student's Device is damaged requiring repair beyond the AppleCare warranty coverage, the Student may be responsible for paying a flat deductible (shown below) regardless of the actual cost of the repair. These rates are based on damage repairs within the same school year.

1<sup>st</sup> Damage repair: \$50

2<sup>nd</sup> Damage repair: \$100

3<sup>rd</sup> Damage repair: \$150

Students will also be charged a \$50 fine for any missing/damaged accessories (missing/damaged case or charger/cable, missing backpack). An exception to this flat deductible may be made for minor repairs on the Device/accessories, at the administrator's discretion.

**1.6 Repair Procedure:** In order to have the Device repaired, the Student contact their school office personnel and the staff will take the Device to the school's Technician for repair. Under no circumstance should the Student take the Device to a third party repair location, including the Apple Store. The Device will be assessed, and if further repair is required, a loaner MacBook will be issued to the Student. The Student's Device will be repaired in-house or sent out for repair, for more complex repairs. The Technology Department will contact the Student to inform them that a repair is being done and how much the applicable deductible is. Once the device is ready to be picked up, the Student will be contacted. In order to receive the repaired Device, the Student may be asked to pay the applicable fee.

**1.7 Technical Support and Repair:** LCSD will make technical support, maintenance, and repair available at or through the LCSD Technology Department.

**1.8 Gross Negligence:** LCSD reserves the right to charge the Student the full cost for repair or replacement when damage occurs due to gross negligence. Examples of gross negligence include but are not limited to:

- Using the Device in an unsafe manner
- Deliberately neglecting the Device
- Losing the Device or not returning the Device for fixed asset inventory

**1.9 Actions Required in the Event of Damage or Loss:** If the Device is damaged or lost, the Student must report the problem immediately to the LCSD Technology Department. If lost, LCSD requires that the Student complete and sign a statement fully describing the circumstances of the loss and pay replacement costs. If stolen, LCSD will require the Student to file a police report, a copy of which shall be provided to LCSD.

**1.10 Responsibility for Stolen/Lost Devices:** In the event the Device is stolen, the Student must notify the authorities and submit a copy of the police report to the Technology Department. If a device is stolen and a police report is on file, the Student may not incur any further damage deductible. In the event the Device is lost, the Student must notify the school administrator and may be assessed replacement costs. A Student may only have one Device replaced as a result of either being lost or stolen in a four-year period. After one insurance claim is utilized in a four-year period, any further replacements will be assessed at the full replacement cost of the Device. Students, who have a device lost or stolen, or continually damaged, may not be allowed to take their device off campus, at the discretion of the school administrator. These policies apply regardless of where the damage occurs – either on campus or off campus.

### **RESPONSIBILITY FOR PROPERTY**

Students are responsible for maintaining a fully working Device at all times. The Student shall use reasonable care to be sure that the Device is not lost, stolen, or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment/cords to anyone.
- Not using equipment in an unsafe environment, including outside or near water/pool.
- Not leaving equipment in full view inside vehicles.
- Using the provided protective backpack at all times.
- Not eating or drinking while using or near the laptop.
- Not placing the laptop on the floor or seating area.
- Not leaving the laptop near table or desk edges.
- Not stacking objects on top of the laptop.
- Not checking the laptop as luggage at the airport.

Students must keep the Device attended (with Student or within a secured classroom) at all times.

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By signing the Laptop User Agreement Form you indicate that you have read this document and agree to its stated conditions.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Printed Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date