

Student Laptop Program Acknowledgement Form

The following items are some of the most important points covered in the *Laptop Use Agreement* and the *Guidelines for Proper Care*. Please read all carefully before signing.

- It is understood that the student is responsible for backing up important files and that important files should always be stored in at least two locations (e.g. on external hard drive, CD/DVD, fileserver, DropBox, Time Machine).
- Student will not leave laptop unattended unless it is locked in a secure place (e.g. locker or US Library Technology Center). The family is fully responsible for the cost of replacement should the laptop become lost. The cost of replacement is \$1200.
- In the case of theft, the family must file a police report. Once the police report is available to the school, there is a \$500 charge to the family to cover the cost of replacement.
- If accidental damage occurs (e.g. liquid spills, dropped laptop which resulted in a damaged screen, etc.), the family will be charged the cost of repair not to exceed \$500.
- Student will not duplicate nor distribute copyrighted materials other than a back-up copy of those items legally owned.
- It is understood that the school will monitor laptop use using a variety of methods to assure compliance with the School's Network Acceptable Use Policy.
- Student will read and follow general maintenance alerts from school technology staff and understand that the laptop may be collected for needed maintenance.
- Student will report any problems with the laptop to a member of the tech support staff in a timely manner.
- Student will use the provided laptop bag at all times. Not using the laptop bag puts the laptop at risk of likely damage. Student will not place laptop in a backpack, as compression damage will occur. Student will keep the lid fully closed whenever laptop is moved from one location to another.
- Student will arrive at school with battery fully charged for use during the school day and understands that if the laptop battery is not charged, a substitute laptop will NOT be provided. A charging station will be available first-come-first-served.

By virtue of signing this document you have agreed with the stated conditions. **(Really, you must read the above before signing.)**

Student Name (please print clearly) _____

Student Signature + Date _____

Parent Name (please print clearly) _____

Parent/Guardian Signature + Date _____

Please return signed form to:

The Blake School
ISS Carolyn Olson
110 Blake Rd S
Hopkins MN 55343

by August 2, 2011. Students will not receive their laptops until the School has received a signed form.

Session attending: (See Mandatory Laptop Distribution & Informational Meeting for dates and times.)

Date: _____ Time: _____