Loup County Public School
HP Stream Laptop 1:1 Program:
Policy, Procedures, and Information
2018-19

The focus of the HP Stream Laptop 1:1 Program at Loup County Public School is to provide tools and resources for the 21st century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of laptops is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with laptops integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all laptops and other technology-able devices used at Loup County Public School considered by the Administration to come under this policy.

Teachers may set additional requirements for use in their classroom.

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1. GENERAL INFORMATION

1.1: Overview of Program/Disclaimer

The document contained below identifies as many eventualities as possible regarding the HP Stream Laptop 1:1 Program at Loup County Public School. The policies and procedures listed herein are intended for all students using laptops that are part of the 1:1 initiative (in addition to technology policies outlined by the board such as Acceptable Use, Use of Technology, and District provided Technology to Students), but as the initiative is focused primarily on a 9th through 12th grade students who take the laptops home many of the items listed are not relevant for the 7th and 8th grade students who will be utilizing laptops as part of their classroom experiences. However, 7th and 8th graders are still fully accountable for the restrictions, appropriate care, usage, and other expectations expressed within.

1.2: Receiving Your Laptop

- Laptops will be distributed each fall after the student/parent/teacher informational meetings.
- **Parents and students must sign and return the Laptop Protection Plan, Student and Parent Pledge documents before the laptop can be issued to their child.**
- **Parents and students must pay the $25 technology fee. This will be returned at the end of the school year, provided no damage has been done to the laptop. If the student is eligible for Free/Reduced meal, a waiver can be filed.**
- **Additionally, all students will need to provide a printed copy of his/her Certificate of Completion of the LCPS Digital Driver's License that is to be completed during the first week of school. The Certificate is good for two years once completed in the 7th grade.**

1.3: Laptop Check-In

- Laptops will be returned prior to the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. If a student transfers out of the Loup County School District during the school year, the laptop, laptop charger, laptop case, and any other peripheral devices/tools provided will be returned at that time.
- Students who graduate early, withdraw, are expelled, or terminate enrollment at Loup County Public School for any other reason must return their individual school laptop, laptop charger, laptop case, and any other peripheral devices/tools provided on the date of termination.
- If a student fails to return the laptop, laptop charger, laptop case, and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment at Loup County Public School, that student will be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the **replacement cost** of the laptop (min. $210), laptop charger, laptop case (min. $15), and any other peripheral devices/tools provided. Failure to return the laptop, laptop charger, laptop case, and any other peripheral devices/tools provided will result in a theft report being filed with the Loup County Sheriff.
- Furthermore, the student will be responsible for any damage to the laptop, consistent with the District's Laptop Protection Plan and must return the computer and accessories to Loup County Public School in good working condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the laptop.

1.4: Laptop Incidents

- If at any point during the school year there is damage, loss, or theft of a laptop the students must contact **administration immediately**.
- Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes but is not limited to: Laptop OS (operating system), battery issues, loss of Internet connectivity, failure of apps/programs to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost; however any accidental or intentional damage to the device will incur a cost.

- Fines will be imposed in accordance with the below chart or as the circumstances may warrant in the discretion of the Loup County School District and its administrators.
- After two incidents of accidental damage, the student may lose some privilege of being in the Laptop 1:1 program and may not be permitted to take the device home. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case-by-case basis.

Issue	Action(s) Necessary	Cost
Accidental Damage (1st Instance)	A report must be made. The device and case must be returned to the school so that a new or spare device may be issued.	No cost dependant on investigation of cause.
Accidental Damage (2nd Instance)	A report must be made **immediately to administration**. The device and case must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a 2nd break. The student may need to wait until the original device is returned from service.	**$25**
Accidental Damage (3rd and additional instances)	A report must be made **immediately to administration**. The device and case must be returned to the school. However, a spare device may not be issued. The student may need to wait until the original device is returned from service. Some loss of privileges of using the laptop may occur such as the following: • Limiting participation in the laptop program • May not be permitted to take the device home • This may also result in a referral and disciplinary action	Minimum: **$25** Maximum: **full cost of the device**
Intentional Damage	A report must be made **immediately to administration**. The device and case must be returned to the school so that a new or spare device may be issued. Deliberate damage will be referred to administration. Any and all appropriate discipline for damage to school property or as otherwise may be appropriate and as set forth in applicable existing or future Board policies or school building policies	High Level Fine: All costs of whatever kind which are associated with replacing or repairing the device.
Loss	A report must be made **immediately to administration**.	**Full cost of device**
Theft	A report must be made immediately to administration and a police report MUST be filed with the Loup County Sheriff. **A copy of that report MUST be brought to administration**.	No cost
Damage or Loss of power cord, etc.	A report must be made immediately to administration: the laptop, power cord, etc. must be returned to the Media Center.	Maximum: **$15 each**

2. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop that they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the Loup County Public School Media Center for an evaluation of the equipment.

2.1: General Precautions
- The laptop is school property and all users will follow this policy and the Loup County Public School District acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the laptop to prevent damage.

- Laptops and laptop cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Loup County Public School District.
- Laptops must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.
- Laptops are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the laptop as it could cause the device to break.

2.2: Carrying Laptops

The protective cases proved with the laptops have sufficient padding to protect the laptop from normal wear and tear and provide a suitable means for carrying the device within the school. The guidelines below should be followed:
- Laptops should always be within the protective case when carried.
- Students should use the strap/handles that come with the carrying case to assist with protecting the device.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
- Laptops must remain in a protective case when not in use to prevent unintended damage.
- Students are allowed to use his/her case, but it must be approved for use by administration or technology support staff to ensure that it has proper padding, etc. to protect the school issued device.

2.3: Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the laptop against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Use the district issued carrying case with the strap/handles to prevent screen damage.

3. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars, and schedules may be accessed using the laptop. Students must be responsible to bring their laptop to all classes, unless specifically instructed not do so by their teacher.

3.1: Laptops Left at Home

- If students leave their laptop at home, they are responsible for getting the course work completed as if they had their laptop present.
- If a student repeatedly (three or more times as determined by any staff member) leaves their laptop at home, they may be required to "check out" their laptop. "Checking out" identifies that the student will only be able to utilize the laptop during school hours. The laptop will be checked out in the morning from a central location and returned at the end of the school day to the same central location.
- After the first "check out" period, the laptop will be returned for student use at home. If this incident occurs again, the student may be referred to administration.
- If a student leaves their laptop at home for two consecutive days, they will be required to bring in the device and have a mandatory inspection of said device.

3.2: Laptop Undergoing Repair

- Replacement laptops may be issued to the students when they leave their laptops for repair in the Media Center. Please note that there may be a delay in getting a laptop should the school not have enough to distribute.
- Replacement laptops may not be issued for use until all fines have been paid.

3.3: Charging Your Laptop Battery

- Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening.
- In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their laptops to a power outlet in class.
- Chargers should be kept in the district issued laptop case.
- Labels on chargers that indicate student names should NOT be removed.

3.4: Photo Library/Screensavers/Background Photos

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions and may also result in a loss of laptop privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

3.5: Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Personal music is not allowed on the laptop. Any music on the device should only be added at the request and discretion of a teacher.
- Internet games are not allowed on the laptops. If game apps are installed, it will be by the direction of Loup County Public School staff only.
- All software/apps must be district provided or requested in writing for school approval. Data Storage on the laptop is limited and should be managed by the students so that the full educational potential of the laptop is available. Any instance of downloading programs/apps that have not been approved by the district are carefully monitored and will result in deletion of the program/app from the laptop device and disciplinary action.

3.6: Printing

- Printing will be available with the laptop. Students should talk to their teachers about which printer to print to. Students will be given information and instruction on printing with the laptop at school.

3.7: Home Internet Access

- Students are allowed to set up access to home wireless networks on their laptops. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the laptop successfully.
- Students may also set up home printing capabilities for their laptop. This will require a wireless printer and proper settings on the laptop.
- If parents/guardians are interest in provided content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.

4. MANAGING YOUR FILES AND SAVING YOUR WORK

4.1: Saving to the Laptop

- Students may save work to their Schoology accounts (or other cloud based storage medium) via the laptop.
- Storage space will be available on the laptop, but since the device has storage limitations it is vital that the storage space be privileged for educational use only. It is also important to note that laptops will NOT be backed up by the district in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- **Laptop malfunctions are not an acceptable excuse for not submitting work.**

4.2: Network Connectivity

- The Loup County Public School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

5. SOFTWARE ON LAPTOPS

5.1: Originally Installed Software

- The Operating System and Extensions/Programs/Apps originally installed by Loup County Public School must remain on the laptop in useable condition and be easily accessible as all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of laptops will be made to ensure that students have not removed required Extensions/Programs/Apps.
- Any attempt to "jailbreak" the laptop or change the configuration of the device as provided in the fall each school year will result in an immediate disciplinary action.

5.2: Additional Software

- Students are allowed to load extra Extensions/Programs/Apps on their laptops. However, any Extensions/Programs/Apps that are not provided by the school will need approval in writing as mentioned in section 3.5 above. Loup County Public School will provide any required Extensions/Programs/Apps on the laptop. These Extensions/Programs/Apps will be available upon logging into the device using the official school approved email address.
- Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not be downloaded or installed on the laptops. This includes, but is not limited to, music, games, videos, images, e-Books, and apps as noted in section 3.5 above. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

5.3: Inspection

- Students may be selected at random to provide their laptop for inspection.
- Reasons for laptop inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the laptop.

5.4: Procedure for Re-Loading Software

- If technical difficulties occur or illegal software is discovered, the laptop may be restored to original factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image any device.
- Students are highly encouraged to create a backup of all laptop documents and work as identified in section 4 above.
- Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

5.5: Software Upgrades

- Each time you turn off your laptop, the system automatically checks for updates and applies any updates that it finds.
- It is highly recommended that students completely turn off their laptops at night. This will allow the device to update on its own that night/following day.
- Students are encouraged to periodically upgrade the software/apps on the laptops if prompted. Laptops run Windows OS (Operating Software). OS updates are conducted automatically on the OS.

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

6.1: Parent/Guardian Responsibilities
- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Become increasingly active participants by asking your child(ren) to show you what sites they are navigating to and/or what programs/apps are being used and how they work.
  - The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.
    - NetSmartz: http://www.netsmartz.org/Parents
    - CommonSense Media: http://www.commonsensemedia.org/blog/digital-citizenship
  - Ensure that siblings and other family members are not using the device for personal use.

6.2: School Responsibilities are to:
- Provide Internet and online Course Materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials as able.
- Laptops will be treated similar to the policy surrounding school lockers. The Loup County Public School District reserves the right to review, monitor, and restrict information stored on or transmitted via Loup County Public School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

6.3: Students are responsible for:
- Using computers/devices in a responsible, ethical, and educational manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid Loup County Public School District in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, as a teacher or parent.
- Plagiarism is a violation of the Loup County Public School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Loup County Public School Student/Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- If a student should receive emails containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- Returning their laptop to the Library Media Center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Loup County Public School or any other reason must return their individual school laptop and other peripherals on the date of termination.
- Monitoring all activity on their account(s).

6.4: Student Activities Strictly Prohibited:
Students are strictly prohibited from the following actions while using their laptop (Loup Count Public School District reserves the right to modify this list at any time):
- Laptops are not permitted in the cafeteria during the student lunch period. They should remain in the sending classroom or be placed in the student's locker.
- Illegal installation or transmission of copyrighted materials.
- Any action that violates an applicable existing or future Board policy and any applicable laws.

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services-EX: MSN Messenger, ICQ, Facebook Messaging, etc.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of laptop settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming/Sending mass or inappropriate emails.
- Using the Internet to access personal (non-school related) accounts: i.e.: non-school provided email accounts (yahoo, hotmail), Facebook, other social media sites, etc.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Sending anonymous or misleading communications for any inappropriate purpose via any means.
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, EBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Loup County Public School District web filter through a web proxy.

6.5: Laptop Care
Students will be held responsible for maintaining their individual laptops and keeping them in good working order.
- Laptop batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Loup County Public School District may be applied to the device.
- Laptop sleeves furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- Laptops that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing laptops that malfunction. Laptops that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to laptops that are intentionally damaged or lost.
- Laptop damage: Students may be responsible for any and all damage as circumstances warrant.
- Laptops that are stolen must be reported immediately to the Loup County Sheriff (the police report must be submitted) and to school administration.

6.6: Legal Propriety
- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the Loup County Public School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Loup County Public School Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7: Student Discipline
If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or District policies, he/she will be disciplined in accordance with our discipline policy (outlined in the student handbook). See Section 9 below for more details.

7. PROTECTING AND STORING YOUR LAPTOP

7.1: Laptop Identification

Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number
- Loup County Public School District label
- Student Identification number
- Students should not remove labels and/or serial number labels that are placed on the device.

7.2: Storing Your Laptop

- When students are not using their laptops, they should be stored in their lockers. During gym periods the Loup County Public School District recommends the students use their student lockers or place as determined by the administration provided by the school district.
- To prevent damage, nothing should be placed on top of the laptop.
- Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed.
- If a student needs a secure place to store their laptop, they may check it in at the Media Center for storage.

7.3: Laptops Left in Unsupervised Areas

- Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways.
- Any laptop left in these areas is in danger of being stolen. If a laptop is found in an unsupervised area, it will be taken to the Library Media Center or to the main office and may result in disciplinary action.

8. REPAIRING OR REPLACING YOUR LAPTOP

8.1: School District Insurance Protection

- The Loup County Public School District has purchased a private insurance package for all laptops.
- This protection package covers any type of device malfunction at no expense to the user.
- It also covers limited damage for the laptop.
- The fee for a lost laptop will be the replacement cost (min. $210) of the device.

8.2: Personal Home or Homeowners Coverage

- Students or parents may wish to carry their own personal insurance to protect the laptop in cases of theft, loss or damage. Please consult with your insurance agent for details about your personal coverage of the laptop.
- Most insurance will require a rider for electronics and only provide so much coverage and a higher deductible.

8.3: Claims

All insurance claims must be reported to the school office. Students or parents must provide a report in instances of theft, vandalism, or fire related damage. A copy of this report must be submitted to school administration before a laptop can be repaired or replaced with School District Protection.

9. ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of laptops has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, after school detentions, In-School Suspensions, and Out-of-School Suspension.

Examples of conduct warranting disciplinary action include, but are not limited to the following:
- Downloading unapproved apps/programs without receiving permission.
- Leaving laptops unattended.
- Deleting school installed settings from a laptop.
- Bringing laptops to gym, unless directed by the gym teacher.
- Lack of adequate care for laptop, case, charger, etc.
- Resetting laptop to factory defaults.
- Placing the laptop in developer mode.
- Adjusting settings on someone else's laptop.
- Adding a credit card to an account (i.e.: Google Wallet, Apple ITunes, etc.) to purchase music/unapproved apps/programs.
- Logging in under personal accounts to download purchased apps/programs for yourself or another student(s).
- Leaving laptop at home. Lack of preparation for classes.
- Loaning of student device to other students inside and outside of school.
- Failure to utilize protective cases when the laptop is not in use or when the device is being carried in the hallway.
- Multiple damage instances caused by lack of care for the laptop and other peripheral devices.

10. DIGITAL CITIZENSHIP

School-issued laptops should be used for educational purposes and students are to adhere to the AUP and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protect materials. I will suitably city all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

11. STUDENT PLEDGE FOR LAPTOP USE

1. I will take care of my laptop.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop since they may damage to the device.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in the case provided.
9. I will use my laptop in ways that are appropriate, meet Loup County Public School District expectations and are educational.
10. I will not place decorations (such as stickers, makers, etc.) on the laptop.
11. I will not deface the serial number laptop sticker on any laptop.
12. I understand that my laptop is subject to inspection at any time without notice and remains the property of the Loup County Public School District.
13. I will follow the policies outlined in the *Laptop Handbook* and the *Technology Acceptable Use Policy* while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to return the District Laptop, case, and power cords in good working condition.
17. I will be a proactive digital citizen when using my laptop.
18. I understand that my use of the laptop is subject to all applicable District policies and regulations, including but not limited to the Loup County Public School District Use of Technology Policy, as well as any applicable provisions of the Student Handbook and any individual building policies and procedures.

12. STUDENT/PARENT PLEDGE FOR LAPTOP USE

19. I/we understand that laptops are intended solely for educational use and that students are not permitted to download any applications/programs not authorized by their teachers or approved by LCPS administration.
20. I/we understand my/our responsibilities with respect to the care and maintenance of the laptop.
21. I/we understand the terms and conditions of the insurance coverage for the laptop that was purchased by the Loup County Public School District.
22. I/we understand that students may take laptops home in the evenings for school related use; however, I/we understand that students must have laptops in school every day.
23. I/we understand that students must return laptops at the end of the school year in the condition it was received.
24. I/we understand that I must report any problems or damage to the laptop to a teacher or administration.
25. I/we understand that the Loup County Public School District reserves the right to conduct unannounced inspections of student laptops.
26. I/we understand that the use of the laptops will be governed by all terms and conditions of the Loup County Public School District policies and regulations, including but not limited to the Loup County Public School District Technology Acceptable Use Policy.

Individual school laptop computers and accessories must be returned to the Loup County Public School District at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Loup County Public School for any other reason must return their individual school laptop computer on the date of termination. Failure to hand in the laptop under any of these circumstances will result in the withholding of student transcripts.

Loup County Public School
HP Stream Laptop 1:1 Program:
PERMISSION SLIP FOR 2018-19
(PLEASE SIGN AND RETURN THIS FORM)

I/We agree to the stipulations set forth in the above documents including the Laptop Policy, Procedures, and Information; the Technology Acceptable Use Policy, Laptop Protection Plan, the Student Pledge for Laptop Use, and Student/Parent Pledge for Laptop Use.

PLEASE PRINT CLERALY:

Student Name (Please Print): _____

Grade: _____

Student Signature: _____   Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____   Date: _____

Loup County Public School
HP Stream Laptop 1:1 Program:
FEES WAIVER FOR 2018-19
(Only for those who qualify for free/reduced meals)
(PLEASE SIGN AND RETURN THIS FORM)

CONFIDENTIALITY DISCLAIMER/RELEASE: To protect the school in the event of any release of student information over which the school has no control, I, as a parent/guardian acknowledge that by applying for an Activity Fee Waiver some confidential information may be compromised and I will not hold the school responsible unless the school is negligent in the safeguarding of this information.

Parent/Guardian Signature: _____   Date: _____

ACTIVITY FEE WAIVER APPLICATION: I, _____, as parent/guardian of

_____, hereby requires a waiver from Activity Fees as charged by the Loup County Public Schools. For these purposes, "fees" shall be any charges or cost that may be assessed towards materials, equipment, etc., during the course of a classroom activity or field trip.

I understand that to qualify, I must also be enrolled in the Free and Reduced Lunch Program offered by the school.

Parent/Guardian Signature: _____   Date: _____