

Jackson Preparatory & Early College



Jackson Preparatory & Early College Laptop Annual Fee Agreement 2016-2017

The Jackson Preparatory & Early College laptop program allows your child to take his/her assigned laptop computer home. Taking the laptop home expands the learning day, allows students to complete projects started at school and is intended for educational purposes only. However, by taking home a laptop, families assume some risk. *Parents/Guardians may be responsible for replacement/repair in the event of theft, loss or damage.*

- Replacement cost for the laptop is approximately \$300 (Chrome Book), \$450 (HP), \$1175 (Lenovo) and includes: the laptop and laptop charger with cable.
- Jackson Preparatory & Early College has chosen to self-insure against accidental damage to a laptop. The responsibility fee (non-refundable) to the student's family for this coverage is **\$50.00** and is due before the student is allowed to take the laptop home.
- In the event of **accidental or unintentional damage**, the laptop will be replaced or repaired at the school's expense. If a trend of damages is found, the damage will be treated as intentional and other actions will be taken.
- In the event of theft or loss, the laptop will be replaced at the school's expense; however, **if negligence is found or in the event of a subsequent theft or loss of a laptop**, the family will need to reimburse the district for all actual costs incurred for that laptop.
- Families should consider procuring additional insurance coverage (typically through home or renter policies) to cover the cost of loss of the laptop.

Terms of Agreement

The student is responsible at all times for the care and appropriate use of the assigned laptop. If the student violates the guidelines agreed to in the JPEC Technology Acceptable Use Policy, Regulations and Agreements or the Rules and Guidelines as explained in the Laptop Handbook for Students and Parents, his/her privilege to take the laptop home may be restricted or removed and he/she may be subject to disciplinary action. The parent/guardian is responsible for paying the responsibility fee before the student is allowed to take the laptop home.

The school district makes every attempt to filter inappropriate material on the Internet while at school; when the laptop is away from school and connected to the Internet the filters may not be in place. Therefore, it is the responsibility of the parent to monitor Internet use away from school. By signing this agreement, the parent absolves the

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school district of and assumes this responsibility.

The laptop remains the property of Jackson Preparatory & Early College. At the end of the school year or upon leaving the school or district, the parent/guardian and student agree to return the laptop to the school in the same condition it was issued to the student less reasonable wear and to take financial accountability for device neglect and/or damage.

I have reviewed the Laptop Handbook for Students and Parents and understand the Rules and Guidelines for appropriate use including but not limited to student use of the laptop including Internet access and ethical and appropriate use.

Student Name _____

Student Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date: _____

For JPEC office use:

JPEC Staff Initials: _____

Laptop Tag Number: _____

Agreement Expires: _____

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Jackson Preparatory & Early College Parent and Student Laptop Handbook 2015-2016

The following policies refer to the use of an individual student computing device. Students are also required to follow all the guidelines outlined in the Jackson Preparatory & Early College's current Technology Acceptable Use Policy, Technology Acceptable Use Agreement and other pertinent regulations. As Jackson Preparatory & Early College's technology initiative centers on new devices, software, and educational methodologies, additional policies will continually be reviewed and this set of policies updated. Please refer to the Jackson Preparatory & Early College website for the most up-to-date information.

Benefits of Taking Home the Laptop

1. Student learning can be shared easily with families.
2. Students who are not as proficient in the use of technology get the extra time they need to complete learning activities.
3. Many students do more than the required minimum on assignments when they have their laptop at home.
4. Students learn additional responsibility by taking the laptops home.
5. Your student can use the laptop to connect to the Internet if you have wireless access at home. (This requires you to purchase access through the phone, cable, satellite companies or other Internet provider.)
6. Notes and communication to parents can be done through the laptop eliminating the need for printed materials.

Care and Maintenance of the Laptop

1. Do not attempt to gain access to the internal electronics or repair the laptop. If the laptop fails to work or is damaged, report the problem to your school as soon as possible. You may be issued a temporary laptop or other materials until the laptop is working properly or replaced.
2. Never leave a laptop unattended. When not in your personal possession, the laptop should be in a secure, locked environment.
3. Never expose a laptop to long-term extremes in temperature or direct sunlight. An automobile is not a good place to store a laptop.

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4. Do not apply liquids to the laptop. The laptop can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the laptop. Use of unapproved cleaners may remove the protective film covering the screen of the laptop.
5. While the laptop is scratch resistant, the laptop will scratch. Avoid using any sharp object(s) on the laptop.
6. We encourage the use of a laptop case. The role of the case is to protect the laptop, especially while the laptop is being transported.
7. Avoid placing weight on the laptop.
8. Never throw or slide the laptop.
9. The laptop comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued laptop accessories are the responsibility of the student and families.
10. Each laptop has unique identification number and at no time should the numbers or labels be modified or removed.
11. Do not lend the laptop to another person. Each laptop is assigned to an individual student and the responsibility for the care of the laptop solely rests with that student and his/her parent/guardian. When the laptop is at the student's residence it is intended for that student's use as a learning tool.
12. The laptop is an electronic device and care must be exercised when handling the laptop. Never throw a book bag that contains a laptop. Never place a laptop in a book bag that contains food, liquids, or heavy/sharp objects.
13. The laptop is designed for daily use; therefore, each laptop must be charged and ready for use each school day. Laptops should be charged overnight at home.
14. The laptop must remain free of stickers, writing, painting, or any other forms of adornment.
15. District issued software applications (apps) are needed for student learning and should not be deleted. Laptop Apps are installed for all students and synchronized regularly at school. Because of this, any Apps not purchased by the school may be deleted automatically. Therefore, students/families are not permitted to install Apps. If students or parents find Apps that they feel might be of educational value, please notify your teacher and they will explore the possibility of acquiring that App.

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Cost of Laptop and Accessories

1. Replacement cost for the laptop is approximately \$1175 and includes: the laptop, and laptop charger with cable.
2. Jackson Preparatory & Early College has chosen to self-insure against accidental damage to a Laptop. The responsibility fee (non-refundable) to the student's family for this coverage is **\$50.00** and is due before the student is allowed to take the laptop home.
3. In the event unintentional damage, the laptop will be replaced or repaired at the school district's expense.
4. Intentional or negligent damage inflicted on the laptop will be considered vandalism and dealt with as such, according to school policy. Student and family will be responsible for any expense.
5. In the event of theft or loss, the laptop will be replaced at the school's expense; however, if negligence is found or subsequent theft or loss of a laptop, the family will need to reimburse the district for all actual costs incurred for that laptop.
6. In the event that a district issued laptop is lost or stolen, the student and parent/guardian should immediately notify the school. A police report will be required. Once a police report is filed for a lost or stolen laptop, Jackson Preparatory & Early College, in conjunction and only in conjunction with police, may deploy location software, which may aid the police in recovering the laptop.
7. Families should consider procuring additional insurance coverage (typically through home or renter policies) to cover the cost of loss of the laptop.
8. It is the responsibility of the parent/guardian to cover the actual cost of district issued accessories in the event of theft, loss or damage due to intentional or unintentional abuse or misuse. Approximate cost for accessory replacement includes, but is not limited to:
 - Power Charger (\$40)

Distribution and Collection of Laptops

1. Each student will receive a laptop formatted by Jackson Preparatory & Early College. Students who do not participate in the laptop take-home program will pick up and

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return the laptop each day at a location designated by Jackson Preparatory & Early College.

2. Students are expected to have their laptops at school every day for classroom instruction and possibly maintenance.
3. Students who leave Jackson Preparatory & Early College during the school year must return the laptop along with any issued accessories on or before the last day of attendance. Failure to return a laptop may result in legal action.
4. Laptops not turned in by the last day of school will be treated as lost or stolen laptops, which may include additional fees and possible legal action.

Student Use of the Laptop

1. The laptop is the property of Jackson Preparatory & Early College and as a result may be seized and reviewed at any time. The student should have no expectation of privacy of materials found on a laptop or a school supplied or supported email service.
2. The laptop comes equipped with both a front-facing camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school related activity.
3. Students are responsible for bringing their laptop to school every day unless otherwise directed by the school. Failure to bring a laptop or any other class material(s) does not release the student from their responsibility for class work.
4. It is the student's responsibility to bring their laptop to school fully charged.
5. Inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted. **If found, the device will be confiscated and disciplinary action will be taken following our procedure found in the JPEC Student/Parent handbook. Parents will also be asked to review personal devices.**
6. Cyberbullying is defined as bullying that takes place using electronic technology. Any electronic device such as phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites are tools that can be used for cyberbullying. Examples of cyberbullying include but are not limited to - threatening text messages or email, rumors sent by email or posted on social media sites, embarrassing pictures, videos, websites, or fake profiles. **If cyberbullying is found, the device will be confiscated and disciplinary action will be taken following our**

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procedure found in the JPEC Student/Parent handbook. Parents will also be asked to review personal devices.

7. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administration.
8. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
9. Jackson Preparatory & Early College encourages students to take their laptop home at night for class work and recharging. All care, handling and appropriate use that is in effect during the school day shall extend to the use of the laptop at home.
10. Jackson Preparatory & Early College makes no guarantee, written or implied, that materials on the laptop, including student work, will be safe from deletion or corruption, accidental or otherwise.
11. Modifying the settings of the school issued laptop or deleting school issued software applications apps(s) without the consent of a staff member is strictly prohibited.
12. Jackson Preparatory & Early College reserves the right to, at the discretion of the administration
 - Remove the laptop from any user
 - Limit the student's right to take the laptop home
 - Recall the laptops at any time
13. Laptops that are damaged shall be reported and returned to the school immediately for repair.