



## Lowell Public Schools Laptop Use Procedures and Guidelines

### Laptop Care and Maintenance

1. Students are responsible for the safety, maintenance, and activity of the loaner Laptop.
2. Students must never loan the Laptop to anyone for any reason.
3. Students will not deface the Laptop in any way (i.e. scoring, carving, painting, permanently marking). No modifications including removable skins, stickers or anything that can not be quickly removed shall be put on the Laptop.
4. All Lowell Public School Laptops are outfitted with an asset tag for inventory purposes. Asset tags may not be removed or altered in any way. Students should make every effort not to cover district applied asset tags.
5. Care should be taken to protect the Laptop from the elements. This includes accidental food and beverage spills, excess humidity and precipitation, extreme cold weather, and leaving in direct sunlight. All of these things will harm the Laptop and are not covered under the typical warranty.
6. Students will not place heavy objects on top of the Laptop as pressure can damage the screen.
7. Students will make sure nothing is on the keyboard before closing the Laptop in order to prevent damage to the screen.
8. Do not spray the Laptop directly with cleaners.
9. Cords and cables must be inserted and removed carefully to prevent undue wear and damage.
10. Laptops must never be left in an unlocked locker, unlocked car, or any unsupervised area.
11. We/I acknowledge that the laptop is on loan to my child from the Lowell Public Schools and I/we understand that I will need to return the laptop at the designated time periods specified within the guidelines/policies and/or if I/we leave and/or move from Lowell and/or if I/we are asked to return the device by the Lowell Public Schools. I/we also understand that failure to return the laptop under these or any other circumstance will result in I/we being billed and held liable for the cost of replacing said laptop.
12. Any attempt to alter the Laptop or change the configuration of the Laptop may result in immediate and appropriate disciplinary action consistent with district policies and guidelines.
13. Students will be allowed to download apps and extensions approved by LPS only. The only apps or extensions students will have access to will be made available through the management system.

### Laptop Usage Expectations Outside of School

1. Students are allowed to set up access to home wireless networks on their Laptops to do their schoolwork from home.
2. **It is the sole responsibility of the parents/guardians to monitor Laptop use outside of school. If parents/guardians are interested in providing content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.**

3. It is highly recommended that students completely turn off their Laptops at night. This will allow the Laptop to update on its own when powered on the following day.

### **Saving to the Laptop**

1. Students should save work to their school Google Drive accounts when using their Laptop.
2. Laptops will NOT be backed up by the district in cases of resetting or re-imaging. Student Google Accounts are in the cloud and saved automatically so resetting or re-imaging does not affect the content saved there.
3. It is the student's responsibility to ensure that their work is backed up for any items not saved to Google Drive. Items not saved to Google Drive can be lost due to mechanical failure or accidental deletion.

### **Student Safety Expectations**

1. I will follow the Lowell Public Schools' Acceptable Use Policy.
2. I will obey all school rules concerning behavior and communication that apply to technology use.
3. I will only use my Laptop with my school account.
4. I will not participate in bullying, harassing, stalking or teasing other people or publicly defaming people by spreading gossip, insults or other unkindness, and/or accessing any social network, website, blog, Wiki, etc. with the purpose of creating, viewing or participating in the humiliation of others.
5. If I see a message, comment, image or anything else online that makes me concerned for my safety or the safety of another student (for example something that could be considered harassment, bullying, or a threat), I will bring it to the attention of a teacher or administrator immediately.
6. I will visit websites as directed by my teacher as appropriate to complete any assignments. If I am unsure if a site is appropriate, I will check with a teacher, administrator, or parent/guardian before opening the website.
7. If I'm uncertain whether an activity is permitted or appropriate, I will ask a teacher or administrator before engaging in that activity.
8. I will not request, make, or forward sexually suggestive photographs.
9. I will not retrieve material that is obscene, profane, violent, discriminatory or depicts or describes illegal activities.
10. I will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
11. I will 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. Plagiarism is a violation of the Lowell Public Schools student rules.

12. I acknowledge and understand that my use of the Laptop is also subject to the District's discipline policies and guidelines, including but not limited to what is outlined in the Elementary, Middle and High School Parent and Student Handbook.

### **Loss, Theft or Damage**

1. Parents/Guardians have the option to purchase accidental insurance for anything not covered under the manufacturer's warranty.
2. In the event that a Laptop is lost or stolen, students should immediately notify their teacher, the District's Technology Department and the local police department to file a police report. The optional accident insurance that parents can purchase will cover loss or theft, but a police report **must** be filed as a condition of coverage. The Laptop will have absolutely no value to anyone but the student it is assigned to. The Laptop will not allow any other user to log in.
3. In the event that a laptop is stolen and the police report has been filed, the School Department will take all means to recover the laptop including taking snapshots with the camera and/or recording login information and browser use.
4. In the event of damage to a Laptop that is outside the typical manufacturer warranty, and for those parents/students that did not purchase the optional insurance, you will be responsible for the repair or replacement of the device.
5. If there are any problems with a Laptop, students should notify their teacher and the District's Technology Department immediately so that they may take the proper action to repair or send the laptop out for repair. While a student Laptop is being serviced a loaner Laptop may be issued. All rules and policies apply to the loaner Laptop.
6. Laptops are subject to inspection by the District at any time without notice.

**Insurance is offered through Worth Ave. Group. Parents/Guardians may signup by going to: <https://gpo.worthavegroup.com/gpo/lowellps> . The cost per device is \$24 per device for 1 year. The enrollment date ends on October 16, 2020.**

## Lowell Public Schools

### Student and Parent Laptop Loan Agreement Form

1. We/I understand that Laptop use is a privilege not a right.
2. We/I understand that Lowell Public Schools is loaning the student a **Laptop** that is only to be used for academic and educational purposes pertaining to coursework at Lowell Public Schools until school resumes.
3. We/I understand that in the event of damage to the Laptop that is outside the typical manufacturer warranty, we will be responsible for the repair if we did not purchase the insurance. **Insurance is offered through Worth Ave. Group. Parents/Guardians and signup by going to: <https://gpo.worthavegroup.com/gpo/lowellps> . The cost of insurance per device is \$24 per device for 1 year. The enrollment date ends on October 16, 2020. The approximate replacement cost of the device is \$270.00 but will vary depending on market prices.**
4. If there are any problems with the **Laptop**, I/we will notify the teacher and the District's Technology Department immediately so that they may take prompt action to repair the **Laptop** if possible.
5. In the event that the **Laptop** is lost or stolen, I/we will notify the teacher, District's Technology Department and the Police to file a police report immediately. Lost/stolen Laptops are not covered under warranty, and I/we understand that I/we are responsible for the costs of replacing the Laptop if I/we did not purchase the optional accidental insurance. We/I also understand that the optional accident insurance requires that a police report be filed if the Laptop is lost/stolen. I/we understand that if I/we do not file a police report, then I/we are responsible for the costs of replacing the laptop. We/I understand that the Lowell Public Schools can open the Laptops camera and take a snapshot or see login information and browser usage.
6. We/I understand that the Laptop will be filtered with a CIPA (Children's Internet Protection Act) compliant filtering system that will remain active at all times. Any attempt to bypass this filtering will result in disciplinary action. **We/I understand that it is our responsibility to use the Laptop and the Internet appropriately for school related work only.**
7. We/I understand that the School Department is notified of any inappropriate browser usage and web searches.
8. The Laptop and charger will be returned in the same condition it was issued minus any everyday wear and tear from normal use.

Lowell Public Schools Help Desk ph. 978-674-2024

To open a HelpDesk ticket:

Email: [Helpdesk@lowell.k12.ma.us](mailto:Helpdesk@lowell.k12.ma.us) (Use your student email account to email this address) or [Http://helpdesk.lowell.k12.ma.us](http://helpdesk.lowell.k12.ma.us) (Use the same username and password that you use for your school email)



## Lowell Public Schools Loaner Laptop Acceptance Form

A copy of this signed agreement will be kept on file.

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**Parent/Guardian's name**

**Contact Number**

I have read, understand, discussed with my child, and agree to abide by the stipulations set forth in this Agreement.

By checking this box I affirm that I have discussed the acceptable use and care of the Laptop with my child.

Yes, we will enroll in optional accidental insurance for this device.

No, we will not enroll in the optional accidental insurance for this device and understand that we are responsible for any damage NOT covered under the manufacturer's warranty if applicable.

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**Student name**

**Student ID Number**

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**Parent/Guardian Signature**

**Date**

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**Asset #**

**Make and Model**

**Laptop Condition:**  New  Perfect  Good  Fair

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**Condition notes**

**Lowell Public Schools Help Desk**

**978-674-2024**

[Helpdesk@lowell.k12.ma.us](mailto:Helpdesk@lowell.k12.ma.us) (You must use your student email account to email this address)