

# INFORMATION TECHNOLOGY GUIDELINES

## LAPTOPS AND DESKTOPS

The laptops and desktops provided to students are costly pieces of equipment that require students to follow usage guidelines and to use caution in handling the equipment. Students must understand that repairs will take time and that they may not have access to a laptop or a desktop when repairs are being made. Students and staff are expected to follow school and district guidelines when using equipment and accessing the Internet.

## LAPTOPS ISSUED TO STUDENTS

Before students can be allowed to take a laptop home, several steps must be taken. The parent signs the permission form (IM-11), and the student signs a laptop contract (IM-12). The laptops have four year warranties that cover repairs needed for any defective part replacement. Damage caused by accidents or carelessness is not covered under warranty.

Students and families are expected to take care of the laptops and follow all usage guidelines at school and at home. If a student is careless in using the laptop, he or she may lose the privilege of checking out a laptop. Any damage believed by school administrators or IT specialists to have been caused deliberately will be classified as vandalism. Students will be billed in full for repairs caused by vandalism, and disciplinary action, including exclusion from the use of laptop computers may result.

<b>Damage</b>	<b>Total Repair Cost</b>
Broken Display/Screen	\$300
Broken Keyboard	50
Broken Power Supply	150
Cracked Case	100
Battery	150

## Lost or Stolen Equipment

The student must pay **In Full** for any equipment loaned to them that is lost. The following is a list of replacement costs.

Laptop	\$1550
Power Supply	150
Laptop Case	50

If a laptop is stolen, a police report must be filed and the school contacted immediately. A police report will be required in order to obtain reimbursement from the district's loss fund. We will also need the parent's contact information to verify the loss and determine if the loss may be covered under a homeowner's or automobile policy.

