

## ECA Student Laptops Usage Standards And Agreement

### General Policies

The laptop that you will be issued is the property of Escuela Campo Alegre and is made available to you as a tool for learning. The use of a laptop is a privilege that can be revoked. Inappropriate use or neglect of a laptop or its carrying case can result in limits to or loss of use of the laptop. The laptop **cannot be loaned, sold, bartered, traded, leased, rented or given to any other person or persons without the express, written consent of ECA.**

- Like textbooks and other school property, a laptop is assigned to the student and **MUST** be returned to the school at the end of the school year or upon withdrawal or transfer.
- The student is responsible for bringing the laptop to school with a **full battery charge** each day unless instructed otherwise. Arrangements have been made to provide areas for laptop charging when needed. No battery replacements are available.
- The laptop comes pre-loaded with the all software students will need for their classes. Students may not install, un-install, or modify any application, game, or operating system component in part or whole.
- Any files saved to the laptop must be legally owned by the student user. File-sharing, including downloading music, which violates copyright laws is not permitted.
- Use appropriate language in all communications while using the laptop.
- Backup all files at least daily to the ECA file server.
- Make the laptop available for inspection reformatting, or maintenance upon request by an administrator, teacher, or IT Director.
- Any inappropriate use, neglect or damage to a laptop observed by any student must be reported to the teacher or IT Director immediately.
- The laptops are fully insured for damage and theft. However, the Student and Parent/Guardian will be charged the insurance deductible for the loss of a laptop whether it is by theft or neglect. An ECA security report is required for any lost or stolen laptop.

### Handling and Care of the Laptop

- Ensure the laptop is placed in the carrying case, and the case is fully closed anytime it is being transported or not in use.
- Protect the laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.
- Do not mark the laptop in any way with markers, stickers, etc. Each laptop has an ECA identification number. Do not remove this sticker.
- Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the laptop.
- Do not eat or drink near the laptop. There should never be any food or drink around the computer. Laptops should not be used in the cafeteria whenever food or drink is present.
- Use the laptop on a flat, stable surface. (The top of a stack of books is not a stable surface!) A computer that falls on the floor may be irreparably damaged.
- Help other students in learning to operate their computer. However, such help should be provided with voices and not hands. Students should operate their own computer at all times.
- Do not use water or other cleaning solutions on the laptop. Wipe the surfaces lightly with a clean soft cloth. Always avoid touching the screen. When cleaning is necessary, ask the technology department for assistance.
- Make sure hands are clean before using the laptop – the trackpad and keyboard are delicate and must be cleaned by a computer technician.
- Be sure to line up correctly the charging cable when inserting and removing. If the battery is not charging, do not wiggle the power cord. Try removing it and fully reinserting it.

### Internet Rules and Expectations

- All guidelines agreed to in the Acceptable Use agreement must be adhered to anytime when using the laptop regardless of whether you are on or off the school campus.

### Parent Responsibilities

- Ensure the ECA laptop is used solely by the student to which the computer has been assigned. It is not meant to be a family computer.
- Monitor the use of the computer at home to ensure that its primary function is academic and that students are completing assigned school work rather than excessive gaming, chatting, etc.
- Understand that Internet resources – including online curriculum content purchased by ECA – will be an integral part of the learning activities in your child's classes. You should be aware that ECA does not employ content filtering of the internet. If you have reservations or objections about your child having access to the Internet, please contact Mr. Paulson in the HS Office.
- Ensure that no one attempts to service or seeks service for the laptop from anyone other than the ECA IT Department.
- Ensure that your child adheres to all the laptop program guidelines stated above.
- The laptop is not to be taken out of Venezuela. Since insurance does not cover the laptop outside the country, parents must apply for special permission from the IT Director to take the laptop outside Venezuela.

**Agreement**

ECA grants permission to the student to have limited use of the laptop described in this agreement.

ECA insurance and the permission granted to the student ceases on the LAST CALENDAR DAY OF THE SCHOOL YEAR (unless terminated earlier by ECA or by withdrawal of the student). If the laptop is not returned on or before that date, the school will consider it lost and the parents will be charged the insurance deductible for replacement. As with all other school debts, you will not receive report cards or transcripts until any outstanding debts are paid.

ECA reserves the right at any time to demand return of the laptop forthwith.

Please check off to confirm that you received each of the following on (date of distribution):

Barcode #: \_\_\_\_\_ Serial #: \_\_\_\_\_

1 AC Power Adapter \_\_\_\_\_ 1 carrying case \_\_\_\_\_

1 laptop w/battery \_\_\_\_\_

**Student**

- I have read and agree to adhere to all of the above ECA Laptop Usage Standards.
- I acknowledge receipt of the equipment noted above

Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian**

- I have read, reviewed with my student, and agree to comply with all the above ECA Laptop Usage Standards.
- I accept responsibility for any damage or neglect that may result from my student using the school laptop, which may result in monetary charges.
- I acknowledge receipt of the equipment noted above

Print Parent Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_