McKinley Elementary School

Technology Use Agreement

Using a Laptop is a privilege. It is a tool that will not only help you in your classes, but it will teach you skills that are necessary in most jobs today. The school is entitled to the Laptops and we expect every student to take good care of them. Here are some tips that will help keep the Laptops in tip top shape.

**Protecting your Laptop**

* Do not add any stickers or any other decorative items that would alter the appearance of the Laptop.
* Do not tamper with school tags that are present on the Laptop.
* Use both hands when opening the Laptop.
* Do not hold the Laptop by the screen.
* Always close the Laptop before walking with it--remember, it has an 8-second startup.
* Never pack your Laptop with other materials or in your desk. Keep it separate from textbooks and other heavy objects that could potentially damage the screen.
* Keep food and drink away from your Laptop.
* Treat your Laptop as a valuable material--do not leave it lying around.

**Protecting your Account**

* Anytime you leave your Laptop on your desk, close the lid so that no one can access your documents.
* Do not share your Laptop with anyone unless your teacher asks you to do so--In that case, be sure to sign out before you hand your Laptop to the other student!
* Do not share your password with anyone!

**Other important reminders**

* Anything you do on the Internet (on any device) is visible to someone--the Internet Service Provider, the company whose service you are using, others who can access your computer, etc.
* Pictures, music, etc., on your Laptop should be appropriate for school--just like the pictures on your binder or music that might be played in a classroom at school.
* If your Laptop is lost or destroyed, you may be responsible for the cost to replace or repair it during the 2016-2017 school year which can be up to $500 for ST Math Laptops and $300 for Chromebooks!

Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_ Room # \_\_\_\_\_\_\_\_

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

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_