

Patrick F. Taylor Science & Technology Academy

LAPTOP USER GUIDELINES

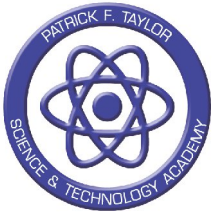
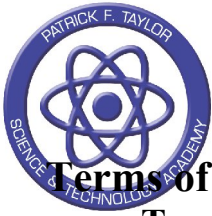


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Terms of the Laptop Loan

Terms:

You will pay a nonrefundable annual use, limited insurance, and maintenance fee of \$50 on or before taking possession of the property. You will be responsible for reading the laptop handbook and signing the necessary user agreement forms. You will comply with the Jefferson Parish Public School System's Parent/Student Laptop Initiative Handbook and Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and Taylor may repossess the property.

Title:

Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Parent/Student Handbook.

Loss or Damage:

If the property is damaged, lost or stolen, you are responsible for reporting the incident. Loss or theft of the property must be reported to Taylor by the next school day after the occurrence. You will be responsible for the \$100 deductible and Taylor will bear the initial cost of service and parts for repair above the deductible. After the first incident, a table of estimated pricing for a variety of repairs will be available. Students must clear all records and pay all fees before records are cleared for the next grade level promotion. Loss or theft is not covered by the deductible and you are responsible for the replacement cost.

Repossession:

If you do not timely and fully comply with all terms of this Agreement and the Parent/Student Laptop Handbook, including the timely return of the property, Taylor and/or the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

Term of Agreement:

Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by Taylor and/or the District or upon withdrawal from Taylor.

Appropriation:

Your failure to timely return the property and the continued use of it for non-school purposes without Taylor and/or the District's consent may be considered unlawful appropriation of the property.



Use and Maintenance Fee

Students will pay a non-refundable annual use, limited insurance & maintenance fee of \$50.

- Students will pay fee on or before taking possession of the laptop.
- In case of theft, vandalism, and other criminal acts, a **police report MUST be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school.**
- If laptop is stolen and student reports the theft (by the next school day) and police filed a report, then the student will be responsible for \$1000 for replacement cost.
- If laptop is lost, students/parents are responsible to pay \$1000 to replace the laptop.
- **Student will be charged the full price of the laptop if deliberately damaged or vandalized.**
- Students must clear all records and pay all fees before records are cleared for the next grade level promotion.
- Students/Parents are responsible for reasonable cost of repair for damaged laptops.

Use of Computers and Laptops on the Network

Patrick F. Taylor Science & Technology Academy and the Jefferson Parish Public School System are committed to the importance of a student being able to continue with his work when his laptop is experiencing problems. To assist with this problem Taylor and the District is providing the following:

No Loaning or Borrowing Laptops

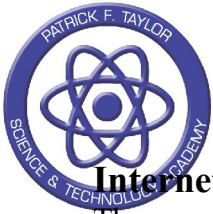
- Do NOT loan laptops or other equipment to other students.
- Do NOT borrow a laptop from another student.
- Do NOT share passwords or usernames with others.

Classroom Computers

Taylor has desktop computers in the classroom. These computers can be used by students if they do not have their laptop. They will be able to access their saved work on their network drive.

Boldr

All classes have online assignments posted in ECHO which can be accessed through any computer with Internet Access. Students will be issued usernames and passwords in order to access the information.



Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network, but may be unprotected at home. Students are in violation of district policy if they access these sites through proxies. Parents may want to restrict their home access. For more information about safety go to www.isafe.org.

General Laptop Rules

Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers and power-on screen are not to be used.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- No headphones except for instructional purposes.

Deleting Files

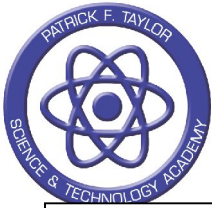
- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.

Music, Games, or Programs

- Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws.
- Streaming and downloading large files negatively impacts the speed of the network and the ability of all users to work efficiently online thus wasting valuable time and resources.
- All software loaded on the system must be Taylor approved.

No Loaning or Borrowing Laptops

- Do not loan laptops to other students.
- Do not borrow a laptop from another student.
- Do NOT share passwords or usernames.



Unauthorized Access

- Access to another persons account or computer without their consent or knowledge is considered hacking and is unacceptable.

Transporting Laptops

- Laptops must be transported in an approved backpack or case.
- To prevent hard drive damage, laptops need to be shut down between classes.

Student Guidelines for

Acceptable Use of Instructional Technology Resources

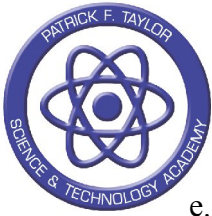
These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use district-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMs, digitized information, communications technologies and internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

1. Expectations

- a. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus as well as posted on the District website.
- b. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- c. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

2. Unacceptable conduct includes, but is not limited to the following:

- a. Using the network for illegal activities, including copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- b. Using the network for financial or commercial gain, advertising, or political lobbying.
- c. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- d. Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network. Use or possession of hacking software is strictly prohibited.



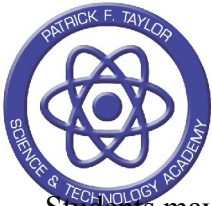
- e. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- f. Intentionally wasting finite resources, i.e., on-line time, real-time music.
- g. Gain unauthorized access anywhere on the district's network.
- h. Revealing the home address or phone number of one's self or another person.
- i. Invading the privacy of other individuals.
- j. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
- k. Coaching, helping, observing, or joining any unauthorized activity on the network.
- l. Forwarding/distributing e-mail messages without permission from the author.
- m. Posting anonymous messages or unlawful information on the system.
- n. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terrorist, abusive, sexually explicit, threatening, demeaning, stalking, or slanderous.
- o. Falsifying permission, authorization, or identification documents.
- p. Obtain copies of or modify files, data, or passwords belonging to other users on the network.
- q. Knowingly placing a computer virus on a computer or network.

3. Student Guidelines for Internet Acceptable Use Policy

The Internet is a vast global network that provides access to major universities around the world, governmental agencies, other school systems, and commercial providers of data banks. The Jefferson Parish School Board (hereinafter referred to as the "School Board") shall establish appropriate guidelines for exploring and using the Internet resources within the school district to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals and objectives of the School Board.

Limited Internet access, including Email and newsgroups, is now available to teachers and students in the Jefferson Parish School System. Our purpose in providing this service is to promote educational excellence and equity in schools by facilitating resource sharing, innovation and communication.

Exploration of the Internet is encouraged but with rights and privileges come responsibility. Any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension or other appropriate disciplinary action. The School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students. Parents shall be made aware that the Internet usage is only partially controllable by supervision.

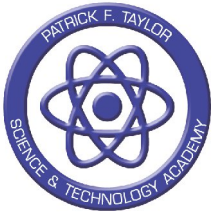


Students may use the Internet only if the Internet Usage Agreement/Application has been properly signed, filed and approved at the school site and then only in accordance with the School Board regulations governing such usage. School Board personnel and other authorized persons may use the Internet only if the Internet Agreement/Application has been properly signed, approved by appropriate personnel and filed at the user's site.

Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures.

Internet users may encounter material which is controversial and which the user, parents, teacher or administrator may consider inappropriate or offensive. Although the School Board provides an Internet filtering system, it is impossible on global Internet to control the content of all data that an industrious user may discover; it is the user's responsibility not to initiate access to such material. The School board expressly disclaims any obligation to regulate the content of material access through the Internet, beyond the filter provided. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

- a. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required.
- b. Photographs, personal addresses, personal phone numbers, last names or any other personal information will not be disseminated/ distributed in student use of the Internet.
- c. Illegal activities, including copyright or contract violations shall not be permitted.
- d. The Internet shall not be used for financial or commercial gain.
- e. Threatening, profane, or abusive language/messages shall be forbidden. Suspension shall automatically result for a user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures.
- f. Activities shall not be allowed which may damage equipment or interrupt any networking system. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
- g. Users are not permitted to download, upload, or create, a computer virus on the Internet or any networking system.
- h. Resources offered by the Internet and paid for by the School Board may not be



willfully wasted.

i. A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.

j. Sending or posting anonymous messages shall be forbidden.

k. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher when evidence of such is encountered on the Internet.

l. When a security problem is detected, it shall be reported immediately to the teacher, the school technology coordinator and the principal. The problem shall not be demonstrated to other users.

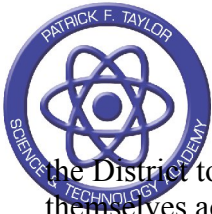
m. Suspension shall automatically result for a user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures.

Internet Access Policy

Taylor & JPPSS provide access to the Internet in order to support our mission and objectives specifically, the Internet is used to support the following objectives:

- Provide for the information needs of the students, teachers, and District staff and for the information needs, as deemed appropriate by the District.
- Expand the distance learning services of the District, so that the residents of the surrounding areas have access to a school without walls.
- Develop the information literacy skills of the students of JPPSS.
- Support the lifelong learning of the community.
- Support the professional development needs of the teachers and staff of JPPSS and enhance communication between members of the District community.

It is a general policy that JPPSS District facilities used for connection to the Internet are to be used in a responsible, ethical, and legal manner in accordance with the stated objectives for Internet access and the mission of the District. Users must acknowledge their understanding of the general policy and guidelines as a condition for use of the Internet through JPPSS District. Failure to adhere to this policy and its guidelines below may result in suspension of the offender's privilege of network access by the District. Persons who make use of the resources of



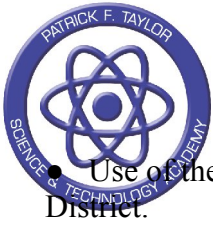
the District to access the Internet do so as guests of the District and are expected to conduct themselves accordingly. Conduct which adversely affects the ability of others to use the Internet or which is harmful to others will not be permitted. The District reserves the right to monitor its computing resources to protect the integrity of its computing systems, workstations, and lab facilities.

Guideline 1. Acceptable uses of the Internet are activities which support learning and teaching. Internet users are encouraged to develop uses which meet their individual needs and which take advantage of the Internet's functions: electronic mail, conferences, bulletin boards, databases, telnet and ftp resources, etc.

Guideline 2. Persons obtaining access to the Internet through JPPSS computer networks should adhere to the commonly accepted social norms of classroom behavior.

Guideline 3. Unacceptable uses of the Internet include:

- Violating the rights to privacy of students and employees of the District including attempts to access another person's account, private files, or e-mail without permission of the owner.
- Use of the District's computing resources to threaten or harass others.
- Reposting personal communications without the author's prior consent.
- Copying commercial software in violation of copyright law.
- Using the Internet for any illegal activity.
- Attempts to write, produce, copy or attempt in any way to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer. Any such software is commonly referred to as a computer virus.
- Attempts to alter system software or hardware configurations. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal laws.
- Storing or printing files, materials, or messages that violate Louisiana obscenity laws.
- The display of sexually explicit materials on a District computer screen in such a manner that it can be seen by others may be a violation of the District's policies on sexual harassment.
- Playing of computer games or simulations not in support of the curriculum at JPPSS.



Use of the Internet for any commercial purpose without the express written consent of the District.

Guideline 4. Accounts issued to individuals are intended for the sole use of that individual. The person in whose name an account is issued is responsible at all times for its proper use. Users should change their passwords frequently.

Guideline 5. When making copies of information from the Internet, files should be downloaded to your own removable media (floppy disk, zip disk, flash disk, DVD, etc.). Files downloaded to the District's network, or hard disk drives attached to the network, are subject to deletion without notice.

Guideline 6. Access to the Internet may be limited at the District's discretion. In the event that other users are waiting to access District computing facilities, you will be asked to limit your time. Please be considerate of other users.

Acceptable Use Policy

At Taylor, students have a wonderful opportunity to use the laptops for educational purposes. This computer will broaden your horizons, provide diverse opportunities, and prepare you for the world of today. However, as with some tools, there are cautions to be taken. You will be able to access the vast resources of the Internet with your laptop. This Acceptable Use Policy (AUP) will outline some of those cautions, provide direction for the use of the laptop, and obtain an agreement to comply with this AUP.

Your Laptop Computer

As you grow older, you take on more responsibilities. Your choice to enroll at Taylor has some added responsibilities. An important job for you is your care of the laptop. Here are some excellent rules to keep in mind when using your laptop:

1. You agree to act responsibly and with good behavior on any computer or communications system using Taylor's wired or wireless network services. The user agrees to follow all School and District rules for behavior and communications. Access is a privilege - not a right.
2. The primary purpose of Taylor & the District network (including but not limited to the Internet, printers, laptops, etc.) is to allow users to conduct School business. Use of Taylor printers will be limited to School related activities.
3. You agree not to tamper with or attempt to illegally access or "hack" any School or District computer resources. Intentional damage or misuse of computers or computer networks will not be tolerated. Intentional creation or spreading of a computer virus will not be tolerated.



4. Don't loan your computer to someone else. You are the person responsible for what happens to your laptop. You can't blame someone else for damage if you had the opportunity to stop damage from occurring. Brothers or sisters could do damage that you will be responsible for. Friends could too.

5. You agree to abide by the generally accepted rules of "network etiquette" and conduct himself/herself in a responsible, ethical, and polite manner while using any Taylor computing and communication resource.

6. The Jefferson Parish Public School System and Patrick F. Taylor Science & Technology Academy make no warranties of any kind, whether expressed or implied, for the supervision and service it is providing. By signing below you agree that Taylor & JPPSS assume no responsibility or liability for any loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at your own risk. Taylor & the Jefferson Parish Public School System specifically denies any responsibility for the accuracy or quality of information obtained through its services. Although Taylor backs up critical data, YOU are ultimately responsible for backing up your files. Taylor provides courtesy technical support for connecting your student's laptop to your home internet service. However, not all internet service providers are compatible with our internet settings, and home internet service is not guaranteed. AOL is not a supported internet service provider. There may be others that are incompatible. Please check with Taylor or the JPPSS Technology Department if you have any questions. Generally, there may be a problem if special software is required to connect to the internet. Also, generally, broadband and cable internet connections are not a problem. Home internet service cost is the responsibility of the parents, and is not required for enrollment at Taylor.

7. Food and drink have a way of finding your laptop. Don't eat or drink with your laptop, it makes poor company. If a spill does occur, unplug and/or pop the battery out. Then try draining the fluids by tilting it. Immediately report the nature of the spill (specifically what was spilled) to the technology department or an administrator. Expect a lecture about eating or drinking in front of your laptop.

8. Keep your laptop safe. It is a target for thieves. Don't leave it sitting in a car in plain view. Better yet, don't leave it in a car at all (heat will damage the computer). Don't leave your laptop sitting around unattended. Keeping your laptop in a laptop bag that has padding is the best place for it.

9. Have the responsibility to treat your laptop correctly. Dropping it onto a desk or the floor can be damaging. Don't fling it around. Don't stack things on top of it. If you think about how it might fall before it does fall, you can usually prevent that fall from happening in the first place.



So what happens if some unfortunate thing happens? Report it to the school administration as soon as possible. If it is a stolen, this is a procedure that the JPPSS administration has in place to try and recover the device. Please contact the police and file a police report as well. If it is damaged, contact the technology office.

Safety Issues

The Internet has great promise for sharing ideas and knowledge, it is also has the potential for misuse. Taylor and the Jefferson Parish Public School System do filter the Internet in an effort to block material that is not appropriate for students. Your laptop will tap into that same filtered Internet whether you are at school or at home. You will not be allowed to configure your laptop's Internet access. Taylor & JPPSS do not provide home Internet service; this service must be purchased from an Internet Service Provider. The tech department will configure your laptop so that your purchased home Internet service will operate on the laptop and use the district's Internet filter. Remember, even the best filter available will not stop someone who is intent on visiting inappropriate sites. Parents accept full responsibility for supervising their child's use when not in a school setting. Taylor and JPPSS do not guarantee, (implied or otherwise), the factual reliability of any information on the Internet.

Some Do's and Don'ts:

1. Remember that the laptop is not yours personally. It belongs to the school district. Keep nothing on it that is so private that you wouldn't share it with a teacher, the principal, the tech department, or your parents. Assume that your laptop can keep no secrets, because it can't.

Your laptop will be treated like a school locker-it can be searched. Files stored on your laptop will not be private. You also agree to allow authorized Taylor and/or the Jefferson Parish Public School System personnel the ability to review any and all files, data, messages, and email at any time with or without notice. You understand and agree that your own personal hardware (such as a different laptop computer) used on district property falls under this AUP. You also understand and agree that you assume all risks and responsibilities when using your own personal computer equipment and that you will not connect any network-capable devices without prior written permission of the Site Technology Coordinator. This connection privilege can be revoked without notice.

2. Do not reveal identifying information about yourself or others through email or the Internet. That information includes name, age, address, and phone number, photographs, or parents' names. Check with your teacher if something requires this information. It is better to be safe and guard your information. Identity theft is a growing problem.



3. Don't attempt to override the Internet filtering software or other network configurations. You also agree not to disrupt Taylor and/or JPPSS's computer systems and network, or log in as an administrator for the purpose of bypassing or changing restrictions or settings. Attempting to override the filter, use or access proxies, access the internal portion of the laptop, or disrupt the School's systems or networks, will result in disciplinary action, which can include the possibility of felony charges.

4. Don't access, send, or forward any materials, communications, files, or images that are defamatory, obscene, pornographic, harassing, threatening, or illegal. If you receive any of those items, report it to a school administrator.

5. Don't use your laptop to gain access to the school's or other computer systems for any illegal activities, or go beyond their authorized access. This includes trying to login as another user or use another's account. This behavior is related to trespassing and will be treated as such.

6. If you wish to ensure your privacy, keep your password to yourself. Sharing a password makes you liable if problems arise. If you know of a security problem on your laptop or someone else's, inform the school administration.

7. Don't use your laptop or the network for commercial, political, or other private purposes. Your laptop is for your schoolwork.

Laptop Bags

You are responsible for providing and using a laptop bag to protect your computer. Bags must be padded and designed for laptop computers. Students who are found not using a padded laptop bag will receive a referral and will be assigned an appropriate consequence.

Email

Students will have an email account from google. You will have email access before school, during lunch, and after school. Please remember that at Taylor, your emails are not private. We, like all major corporations and businesses, have the ability to and will monitor your email for inappropriate words, phrases and pictures, links, music, etc.

Email Etiquette:

1. Keep your communications school-appropriate.
2. Don't engage in personal attacks or harassment.
3. Use clear, concise, and appropriate language. Think about what you have to say and how you say it. Email doesn't show sarcasm or wit as well as you might think.



4. Respect privacy (yours and everyone else's). Do not repost a message without the permission of the person who sent it. Don't share personal information.

Publishing to the Web:

Parents, your child may have schoolwork that will be published on the Internet, most likely on the Taylor and/or JPPSS website. Such publishing requires that the Jefferson Parish Public School System have your permission to publish that work. The work will have a copyright notice prohibiting copying such work without express written consent. Any requests for consent will be forwarded to you. By agreeing to this AUP, you agree to allow the Jefferson Parish Public School System to publish your child's schoolwork where appropriate.

Copyright Infringement and Plagiarism

You must respect the rights of copyright owners. Copyright infringement happens when you inappropriately copy someone else's work that is protected by copyright. If you are unsure if something can be legally copied or not, request permission to copy from the copyright holder.

You and/or your parents are responsible for any copyright penalties that you commit while using your laptop. You agree to abide by all patent, trademark, trade name, and copyright laws.

Plagiarism is when you take someone else's work and present it as if it were your own. Plagiarism is not acceptable and is not tolerated. All sources must be cited.

Labeling and Identifying

Each student laptop will be labeled accordingly:

(a) Internally, where at the login screen the student's name will appear above the login screen, and while at the user's home folder, the name of that home folder will reflect the student issued the laptop.

(b) Externally, To Be Determined.

JPPSS will record the following information on each laptop:

Laptop Serial Number

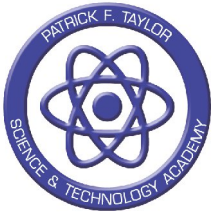
Ethernet ID Number

Airport ID Number

Power Supply (Battery Charger) ID Number

Battery ID Number

You are required to keep the same equipment as was originally issued, unless those parts fail or are stolen or damaged. If stolen, report theft immediately to the school administration and appropriate law enforcement authorities. Bring damaged or failed parts to the technology department for evaluation and disposition. All replacement part IDs will be recorded as well.



Miscellaneous

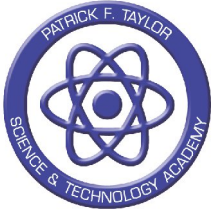
From time to time the technology department may need to update your laptop. Your laptop can be remotely watched or even controlled. You will not be able to keep the laptop over the summer break. A school issued laptop must be used. Configuration issues, ownership issues, software licenses, and many other considerations prevent us from allowing other computing equipment to be used instead of the school issued equipment. Files (except music and video files) are backed up, but the student is ultimately responsible for backing up their files. Files lost are not the responsibility of Taylor or JPPSS. If you can't bear to lose a file, then you should back it up yourself. Your laptop may be able to burn CDs, and flash drives can be used as well.

You could email your files to yourself if you have another computer on which you can save those files. Music and video files are not backed up. Taylor and JPPSS are not responsible for replacing lost files or reimbursing for the time and money necessary to replace those files, whether they are purchased music or important final exams.

Re-imaging erases a laptop. Only those files that have been backed up on Taylor's server are replaced. Music and video files are not replaced after a re-image, nor are some personalized settings.

Laptop loaners are considered to be an extension of the originally issued laptop. This means that should a loaner suffer damage, the student who possesses it is responsible for the damages to the loaner laptop. Previous users of the loaner laptop are not considered in assessing damages to a loaner laptop.

Take good care of your laptop. Repairs are expensive. A broken screen costs at least \$590 depending on the model. A broken keyboard costs approximately \$100 depending on the model and batteries cost about \$94. Breaking your laptop is expensive. Keeping good care of your laptop is cheap and easy. Should the need arise; the Acceptable Use Policy may be modified by Taylor and/or JPPSS, preferably with notice.



SIGNATURE PAGE

Student Pledge for Student Use:

1. I will take good care of my laptop and know that I will be issued the same laptop each year—as long as I attend Patrick F. Taylor Science & Technology Academy.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop since they may cause damage to the computer.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in the case provided.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District laptop, power cords or carrying case. I will not write on the laptop, power adaptor, or carrying case.
11. I understand that my laptop and carrying case are subject to inspection at anytime without notice.
12. I will follow the policies outlined in the **Laptop User Guidelines**, the **Acceptable Use Policy**, and the **Internet Policy** while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, other acts covered by insurance.
14. I will be responsible for all damage or loss caused by **neglect** or **abuse**.
15. I agree to pay for the replacement of my cords, battery, or laptops case in the event any of these items are lost, stolen, or damaged.
16. I agree to return the Taylor laptop and power cords in good working condition.
17. I will not spill liquid on my laptop; however should it happen, I will turn off the machine immediately and leave it off. I will report the spill immediately including the name of the specific liquid that was spilled.

Patrick F. Taylor & Jefferson Parish Public School System User Guidelines Parent/Student Acknowledgement

By signing below, we acknowledge that we have read, accept and agree to the above 16 pages of the User Guidelines, Acceptable Use Policy, Internet Policy, and Student Pledge for Laptop Use.

Student Name _____ Grade _____

Student Signature _____ Date _____

Parent Name _____

Parent Signature _____ Date _____