

# **Laptop Policies, Procedures and Information**

## *Perkins County Schools*

### **Perkins County Schools' Laptop Program**

The focus of the 1:1 Technology Project at Perkins County Schools is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with laptops integrates technology into the curriculum anytime, anyplace.

## TABLE OF CONTENTS

<b>SECTION 1 - LAPTOP SPECIFICATIONS</b> .....	2
<b>SECTION 2 - NETWORK, EMAIL, INTERNET, OTHER COMPUTER USE</b> .....	2
2.1 GENERAL RULES .....	2
2.2 POLICIES / ACCEPTABLE USE.....	2
2.3 ETIQUETTE AND RULES.....	4
2.4 PRIVACY AND SAFETY .....	5
2.5 LAPTOP IDENTIFICATION .....	6
2.6 PASSWORD PROTECTION .....	6
<b>SECTION 3 - VIOLATIONS</b> .....	6
3.1 MINOR INFRACTIONS .....	6
3.2 MAJOR INFRACTIONS .....	7
<b>SECTION 4 - RECEIVING YOUR LAPTOP</b> .....	7
<b>SECTION 5 - PROTECTING AND STORING YOUR LAPTOP</b> .....	8
5.1 GENERAL PRECAUTIONS .....	8
5.2 CARRYING LAPTOPS .....	8
5.3 SCREEN CARE .....	8
5.4 STORING YOUR LAPTOP .....	9
<b>SECTION 6 - USE OF LAPTOP AT SCHOOL / HOME</b> .....	9
6.1 LAPTOP BATTERY .....	9
6.2 SCREENSAVERS .....	10
6.3 SPEAKERS/SOUND .....	10
6.4 PRINTING .....	10
6.5 LAPTOPS LEFT AT HOME .....	10
6.6 LAPTOP UNDERGOING REPAIR .....	10
6.7 USING YOUR LAPTOP AT HOME .....	10
<b>SECTION 7 - MANAGING YOUR FILES / SAVING YOUR WORK</b> .....	11
7.1 DATA STORAGE .....	11
<b>SECTION 8 - SOFTWARE ON LAPTOPS</b> .....	11
8.1 ORIGINALLY INSTALLED SOFTWARE .....	11
8.2 ADDITIONAL SOFTWARE .....	11
8.3 LAPTOP INSPECTIONS .....	12
8.4 PROCEDURE FOR RE-LOADING SOFTWARE .....	12
8.5 SOFTWARE UPGRADES .....	12
<b>SECTION 9 - TECHNICAL SUPPORT</b> .....	12
<b>SECTION 10 - TECHNOLOGY AGREEMENT / INSURANCE POLICY</b> .....	12
<b>SECTION 11 - FINES</b> .....	13

## **SECTION 1: LAPTOP SPECIFICATIONS**

- High School - 13" MacBook Air with 8GB RAM / Hardshell Case (New July 2016)
- Jr High/Elem - 13" MacBook Pro with 4GB RAM (minimum)

## **SECTION 2: NETWORK, E-MAIL, INTERNET, OTHER COMPUTER USE**

### **2.1 General Rules**

- 2.1.1 The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- 2.1.2 Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- 2.1.3 Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- 2.1.4 Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- 2.1.5 The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

### **2.2 Policies and Rules for Acceptable Use of Computers and the Network**

The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- 2.2.1 Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
- 2.2.2 User will NOT erase any part of their Internet browsing history from any/all Internet search engines. A deleted history is a clear indicator that a violation has occurred and consequences will have been earned.
- 2.2.3 Users shall not let other persons use their name, account, logon password, or files for any reason (except for authorized staff members).
- 2.2.4 Users shall not use or try to discover another user's account or password.
- 2.2.5 Users shall not use the computers or network for non-instructional or non-administrative purposes. (e.g., chat rooms, instant messaging, games or activities for personal profit). This includes but is not limited to the classroom, lobby, and hallways.
- 2.2.6 Users shall not use the computer for unlawful purposes, such as searching pornography, gambling, weapons, drugs, alcohol, tobacco or attempt any illegal copying or installation of unauthorized software. This includes peer-to-peer file-sharing programs. These are strictly forbidden. Copyright laws must be respected. Plagiarism is a violation of the student handbook. Give credit to all sources used whether quoted or summarized. This includes all forms of media on the Internet (e.g. graphics, movies, music, text, etc.)
- 2.2.7 Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- 2.2.8 Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name. Violators will be subject to any applicable state or federal law, including the Nebraska Penal Code. Computer Crimes will result in criminal prosecution or disciplinary action by the District.
- 2.2.9 Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- 2.2.10 Users shall not damage the network or equipment information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
- 2.2.11 Users shall not tamper with computers, carrying cases, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- 2.2.12 Users shall not use the laptops to make sound recordings without the consent of all those being recorded.
- 2.2.13 Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

- 2.2.14 Users must have laptops with them, or stored/locked in their school lockers. Laptops must never be left unattended. Faculty will pick up and give the unattended laptops to the Office.
- 2.2.15 Laptops must be kept in the carrying case issued by the school. Use of other carrying cases will NOT be permitted.
- 2.2.16 Laptops, carrying cases, and accessories must be returned to the technology coordinator at the end of the school year. Students who withdraw or terminate enrollment at PCS for any other reason, will be asked to return their individual school laptop, carrying case and accessories upon the date of termination.
- 2.2.17 If the student fails to return the laptop, carrying case and accessories at the end of the school year or upon termination of enrollment at PCS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the laptop or, if applicable, any insurance deductible. Failure to return the laptop will result in a grand theft report being filed with the Perkins County Sheriff's Department.

### **2.3 Etiquette and Rules for Use of Computers / Network**

The school's Internet is to be used for research and as a means of obtaining academically relevant information. *Material obtained through research on the Internet and then used in academic work is to be properly documented.* Ignorance of the law is not immunity.

All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other online services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

- 2.3.1 Sound must be turned off at all times , except when being used as a part of the class.
- 2.3.2 Be polite. Do not become abusive in your messages to others.
- 2.3.3 Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- 2.3.4 Do not reveal your personal account, address or phone numbers, or that of other students or colleagues. (e.g. social media sites, dating sites, etc.)
- 2.3.5 Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- 2.3.6 All communications and information accessible via the network should be assumed to be private property of others.
- 2.3.7 Do not place unlawful information on any network system.
- 2.3.8 Keep paragraphs and messages short and to the point. Focus on one subject per message.
- 2.3.9 Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- 2.3.10 Other rules may be established by the network administrators or teachers from time to time.

## **2.4 Privacy and Safety**

The purpose of this message is to give our students information about the risks of using Twitter, Facebook, Instagram, Snapchat, Xanga, and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on social media sites may affect you years later.

What you say now on social media may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on social media sites.

Here are some common sense guidelines that you should follow when using social media sites and the Internet in general. We urge all students to following these common sense guidelines:

- 2.4.1 Don't forget that your profile and social media forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your passwords, phone number, address, credit card number, social security number, date of birth, IM screen name, or specific whereabouts).
- 2.4.2 Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- 2.4.3 People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new online friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- 2.4.4 Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to the specific social media site or the authorities.
- 2.4.5 Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- 2.4.6 Don't mislead people into thinking that you're older or younger. If you lie about your age, the social media site can and will delete your profile.
- 2.4.7 Don't assume that network storage is guaranteed to be private and/or confidential.
- 2.4.8 If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is NOT a request; it's a RESPONSIBILITY.
- 2.4.9 Do not open, use or change computer files that do not belong to you.
- 2.4.10 Do not go into chat rooms or send chain letter without permission from a faculty member as part of a class project.

## **2.5 Laptop Identification**

Student laptops will be labeled in a manner specified by the school. Laptops can be identified through the recorded manufacturer serial number and by their individual user account name and password.

## **2.6 Password Protection**

Students will be issued an auto-generated password that will be kept on file with the technology coordinator. They will not be granted permission to change that password without permission from the technology coordinator. This password will be different from all other users to help prevent others from gaining access on other laptops.

## **SECTION 3: VIOLATIONS**

Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

### **3.1 Minor Infractions**

All minor infractions will be handled using a “3 Strikes and You’re Out” policy. This violations include, but are not limited to:

- Gaming
- Inappropriate / Explicit Music
- Chat Rooms / Instant Messaging

1st Violation	=	Loss of laptop for 5 full school days Reduced network privileges
2nd Violation	=	Loss of laptop for 10 full school days Further reduced network privileges
3rd Violation	=	Loss of laptop for remainder of the school year Check In/Out during day for classroom needs only (admin approval)

### 3.2 Major Infractions

Major infractions have been split into two categories and will be handled as follows:

**Level 1 (Zero Tolerance)** - Students may lose all privileges for the remainder of the school year. These infractions include, but are not limited to:

- Pornography
- Harassment (any form) / Bullying
- Illegal/Violent Activities (e.g. bombs, drugs, guns, etc.)

**Level 2** - Students may lose initial laptop and be provided with a replacement for the remainder of the school year. Any additional problems may lead to a daily check in/out situation in which the student's laptop will not be permitted to leave the building. These infractions include, but are not limited to:

- Liquid damage of any kind\*
- Gambling
- Setting up social media sites posing as another student, faculty or staff member
- Cheating / Plagiarism
- Broken Screens\*
- Broken Trackpads\*
- Major Dents (causing case replacement)\*
- Damaged Hinges\*
- Any other major hardware damage\*

\* If these damages are deemed intentional, the student may lose the use of their laptop for the remainder of the school year.

***It's important to note, students who are disciplined and lose the privilege of using their laptop for a period of time, are not permitted to bring their own laptop or device from home. Students are to use only school issued laptops in PCS facilities. Laptops that are confiscated for violations may be wiped clean, which will result in loss of all files, music, pictures, movies, etc.***

### SECTION 4: RECEIVING YOUR LAPTOP

Laptops will be distributed each all during "Rollout & Laptop Orientation." Parents and Students must sign and return the following documents before a laptop will be issued. These forms are available on the Perkins County Schools website, in the high school office and will be available at the time of check out.

- Perkins County Schools Laptop Information Form
- Computer Damage Agreement / Computer Protection Plan (See Section 10)
- Parent/Student Pledge

All fines from previous repairs need to be paid in full before a laptop will be issued. Students will be issued the appropriate level laptop at the elementary, junior high and high school. They will retain that laptop during the years in those buildings. Laptops will be collected at the end of the school year for maintenance, cleaning and software installations.

## **SECTION 5: PROTECTING / STORING YOUR LAPTOP**

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the technology coordinator.

### **5.1 General Precautions**

- 5.1.1 No food or drink is allowed next to your laptop
- 5.1.2 Cords, cables and removable storage devices must be inserted carefully into the laptop.
- 5.1.3 Laptops should be shut down before moving them to conserve the battery life.
- 5.1.4 Laptops should be shut down before placing them in their carrying case. DO NOT charge your laptop while it's in a carrying case.
- 5.1.5 Laptops, hardshell cases, and carrying cases must remain free of any writing, drawing, stickers or labels that are not property of Perkins County Schools.
- 5.1.6 Laptops must never be left in a car or any unsupervised area. Avoid extreme heat and cold.
- 5.1.7 Students are responsible for keeping their laptop battery charged for each school day.
- 5.1.8 Students who repeatedly "accidental" misuse or damage their laptop may be required to check in/out their laptop at the beginning and end of each school day.

### **5.2 Carrying Laptops**

The protective hardshell cases and carrying cases provided with the laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the laptop within the school. The guidelines below should be followed:

- 5.2.1 Laptops should always be within the protective case when carried.
- 5.2.2 Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.
- 5.2.3 Some carrying cases can hold other objects (e.g. folders, workbooks, etc), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen. Avoid placing heavy, thick textbooks in the carrying case.
- 5.2.4 DO NOT throw, toss or slide laptops with or without the hardshell case or carrying case.

### **5.3 Screen Care**

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- 5.3.1 Do not lean on the top of the laptop when it is closed.
- 5.3.2 Do not slam the lid shut.
- 5.3.3 Do not place anything near the laptop that could put pressure on the screen.
- 5.3.4 Do not place anything in the carrying case that will press against the cover.
- 5.3.5 Do not poke the screen.
- 5.3.6 Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, flash drives, etc.)
- 5.3.7 Clean the screen with a soft, dry cloth or anti-static cloth.

#### **5.4 Storing Your Laptop**

- 5.4.1 When students are not monitoring laptops, they should be stored in the school provided carrying bag in their locker with the lock securely fastened.
- 5.4.2 Nothing should be placed on top of the laptop when stored in the locker.
- 5.4.3 Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed.
- 5.4.4 Laptops should not be stored in a student's vehicle at school or at home as extreme temperatures can damage the hardware.
- 5.4.5 Laptops left in unsupervised areas will be confiscated and taken to the office or principal's office. These areas include, but are not limited to the school grounds, the cafeteria, commons area, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

### **SECTION 6: USE OF YOUR LAPTOP AT SCHOOL AND HOME**

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules will be accessed using the laptop. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher. ***Students are REQUIRED to be connected to the designated school wi-fi at all times between 8:00 a.m. and 3:32 p.m. Monday through Thursday, and 8:00 a.m. to 2:30 p.m. on Friday.***

#### **6.1 Laptop Battery**

Laptops should be brought to school each day fully charged. Students need to charge their laptop each evening. In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

## **6.2 Screensavers**

- 6.2.1 Inappropriate media may not be used as a screensaver.
- 6.2.2 Presence of, but not limited to guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures, will result in disciplinary action.
- 6.2.3 Hard drive passwords are forbidden. If used, students may be responsible for the cost of the replacement hardware.

## **6.3 Speakers/Sound**

The sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones will NOT be permitted!

## **6.4 Printing**

- 6.4.1 Students may use network printers to print out school related documents
- 6.4.2 Students will not be allowed to print out multiple colored documents without permission from the administration. This includes, but not limited to pictures, announcements, invitations, flyers, etc.
- 6.4.3 Students who want to print on a home printer must ask the technology coordinator to add their printer software to the laptop computer.

## **6.5 Laptops Left at Home**

If students leave their laptop at home, they must report to the office to phone parents to bring the laptop to school. Repeat violations of this policy will result in disciplinary action. ***The student will be provided one loaner unit for one "forget" per semester. After this, the before mentioned process will be in effect.***

## **6.6 Laptop Undergoing Repair**

Loaner laptops may be issued to students when they leave their laptops for repair from the technology coordinator.

## **6.7 Using Your Laptop at Home**

When using your laptop at home, you are still bound by the rules that apply during the school day. Any violations may result in the loss of your laptop and network privileges while at school.

## **SECTION 7: MANAGING YOUR FILES / SAVING YOUR WORK**

It is important that each student determine the best means of storing their work. Students are responsible for all of their assignments completed on their laptop. Laptop failure is not an excuse for not turning in an assignment on time.

### **7.1 Data Storage**

- 7.1.1 PCS provides all student a Perkins County Gmail account, which includes 30GB of free storage space through Google Drive. Google Drive has also been installed on each student laptop and can be set to sync documents and files automatically.
- 7.1.2 It is also recommended that students backup their work at least once each week using removable file storage (e.g. USB memory key, external hard drive, etc.) Additional storage is the responsibility of the student and his/her parent or guardian.

## **SECTION 8: SOFTWARE ON LAPTOPS**

### **8.1 Originally Installed Software**

- 8.1.1 The software originally installed by PCS must remain on the laptop in usable condition and be easily accessible at all times.
- 8.1.2 From time to time, the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from the laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted the software that is no longer required in class and that the school has not exceeded its licenses.

### **8.2 Additional Software**

- 8.2.1 It is the responsibility of individual students to be aware of additional software programs and files loaded onto their laptop.
- 8.2.2 Students are responsible for maintaining the integrity of software required for facilitation academic activities.
- 8.2.3 Any additional software should not be installed without consent of the technology staff and must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- 8.2.4 Students are responsible for ensuring that only software that is licensed to their laptop is uploaded onto their computer.
- 8.2.5 Items such as, but not limited to violent games and computer images containing obscene or pornographic material are banned.

### **8.3 Laptop Inspections**

Students may be selected at random more than one to provide their laptop for inspection. Inspections may take place multiple times throughout the school year. Students are not exempt from multiple inspections.

### **8.4 Procedure for Re-Loading Software**

If technical difficulties occur or illegal software is discovered, the technician will copy all files on the laptop. The hard drive will then be re-imaged. Authorized software will be installed and the data files reinstated on the laptop. The school does not accept responsibility for the loss of any software deleted due to a reformat or re-image.

### **8.5 Software Upgrades**

Upgraded versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

## **SECTION 9: TECHNICAL SUPPORT**

The technology coordinator, located at the high school, coordinates the repair work for laptops. Services provided include the following:

- Hardware Maintenance and Repairs
- Password Identification
- User Account Support
- Operating System and Software Configuration Support
- Application Information
- Re-Imaging
- Updates and Software Installations
- Coordination of Warranty Repairs

## **SECTION 10: TECHNOLOGY AGREEMENT / INSURANCE POLICY**

Students and Parents are required to sign a laptop and network use agreement as a condition of the student being permitted to use such equipment. In addition, each student must determine whether or not they wish to accept the school technology insurance policy with a \$100 deductible per school year. The \$100 will only be applied when the damages are \$100 and over. Any damages \$99 and under, regardless of how many occurrences there are during the school year, will be the responsibility of the student and their parent and/or guardian.

## SECTION 11: FINES

Laptops are issued with the understanding that they will be cared for in a reasonable and acceptable manner. Fines will apply under the following circumstances, **but are not limited to:**

<b><u>New Laptops (as of July 2016):</u></b>	<b><u>Unintentional</u></b>	<b><u>Intentional**</u></b>
Laptop - Unrecoverable*	No Warranty - Replacement Cost --->	\$1,300
Hard Drive Failure	Under Warranty until 6/2019	\$ 250
Screen (Damaged)	Under Warranty until 6/2019	\$ 150
Keyboard (Broken)	Under Warranty until 6/2019	\$ 100
Trackpad (Broken)	Under Warranty until 6/2019	\$ 100
Charger/Extension (Damaged)	No Warranty	\$ 75
Hardshell Case (Damaged)	No Warranty	\$ 50

<b><u>Used Laptops:</u></b>	<b><u>Unintentional</u></b>	<b><u>Intentional**</u></b>
Laptop - Unrecoverable*	No Warranty - Replacement Cost --->	\$1300
Hard Drive Failure	No Warranty - Replacement \$100	\$ 100
Screen (Damaged)	No Warranty - Replacement \$100	\$ 100
Keyboard (Damaged)	No Warranty - Replacement \$ 50	\$ 50
Trackpad (Damaged)	No Warranty - Replacement \$ 50	\$ 50
Charger / Extension (Damaged)	No Warranty - Replacement \$ 45	\$ 45

\* If the laptop is unrecoverable due to a manufacturing defect, the unit will be sent back to Apple, Inc. for repair. If there are any costs for the repair, the student deductible will be applied.

\*\* If the laptop is lost, stolen or damaged beyond repair, and the damages are deemed intentional as an act of carelessness or malicious intent, the administration reserves the right to charge the student the full replacement cost of the damaged parts.

***A fine of \$500 could also be imposed for damaged, lost or stolen computers. If stolen, criminal and/or civil penalties could apply.***