

**Perkins County Schools  
Laptop Checkout Checklist  
2018-2019**

**These items MUST be completed.**

**Pages 1-3 will need to be completed and signed by Parent/Guardian and Student and brought to the checkout meeting.**

Page 1 - Complete the Technology Damage/Loss Agreement

Page 2 - Complete the Parent/Student Technology Pledge

Page 3 - Sign the Handbook Acknowledgement page – PCS recommends that you and your student sit down and read this together.

**Laptop Inspection Form** – This form is not attached. It will be handed to you the night of check out. Your child's laptop will be available for the Parent/Guardian to inspect the laptop the night of check out.

**Parent/Guardian, Student and IT Coordinator MUST sign off on the Laptop Inspection Form to confirm the condition of the laptop before it will be released.**

**PERKINS COUNTY SCHOOLS**  
**Technology Damage/Loss Agreement & Application Form**  
**2018-2019**

*Please read this entire document to ensure that you and your student understand the information provided. This agreement is for you and your student's protection against damage and loss of the loaned computer equipment in your care.*  
**This form must be completed for each student and marked "Yes" or "No" before the computer will be provided to the student.**

Date: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

**COVERAGE AND BENEFIT**

It is understood that Perkins County Schools will offer coverage to all students. **Coverage is voluntary.** This agreement covers the computer loaned to the student against all damages \$100 and over. Accessories valued less than \$100 are not covered. Coverage is 24 hours per day. Total value will be determined at the time of damage. This agreement does NOT cover lost, stolen, damaged or vandalized equipment and Free and Reduced rates do not apply to lost, stolen, damaged or vandalized equipment.

**EFFECTIVE AND EXPIRATION DATES**

This coverage is effective from the date this request form and premium payment are received by the school through the date the computer is requested to be returned in good order to the school.

**PREMIUM**

The total premiums are per child per school year. Partial semesters are not refundable. Premium options are listed below:

1. \$30.00 per computer for the 2017-2018 school year
2. \$15.00 per computer for the 2017-2018 school year when you qualify for Reduced Lunch (premium only)
3. \$ 0.00 per computer for the 2017-2018 school year when you qualify for Free Lunch (premium only)

YES, I would like to participate in the Damage Agreement. Payment of \$\_\_\_\_\_ attached  
Check # \_\_\_\_\_ Cash \_\_\_\_\_ Money Order \_\_\_\_\_

NO, I decline service at this time, and I understand that I am responsible for 100% of any damage or replacement costs should the equipment be lost or stolen. Free and Reduced rates do not apply to damages or replacement costs.

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

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

# Perkins County Schools Parent/Student Technology Pledge

## Parent Responsibilities

Your son/daughter has been issued a laptop to improve and personalize her/his education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

Responsibilities include, but are not limited to:

- I will supervise my son's/daughter's use of the laptop at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my son's/daughter's use of the Internet and email.
- I will not attempt to repair the laptop, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the laptop.
- I will not load or delete any software from the laptop.
- I will make sure my son/daughter recharges the laptop battery nightly.
- I will make sure my son/daughter brings the laptop to school every day.
- I understand that if my son/daughter comes to school without his/her computer I may be called to bring it to school.
- I agree to make sure that the laptop is returned to the school when requested and upon my son's/daughter's withdrawal from Perkins County Schools.
- I agree to pay for any fines my son/daughter incurs due to loss or damage of school equipment.

## Student Responsibilities

Your laptop is an important learning tool and is for educational purposes only. In order to take your laptop home each day, you must be willing to follow the District Technology guidelines.

Responsibilities include, but are not limited to:

- When using the laptop at home, at school and anywhere else I may take it, I will follow the policies of the Perkins County Schools – especially the Student Code of Conduct – and abide by all local, state, and federal laws.
- I will treat the laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the laptop to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the laptop.
- I will not remove programs or files from the laptop.
- I will honor my family's values when using the laptop.
- I will not give personal information when using the laptop.
- I will bring the laptop to school every day with the battery charged.
- I agree that e-mail (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
- I will return the laptop when requested and upon my withdrawal from Perkins County Schools.

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

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

## Perkins County Schools Laptop Policies, Procedures and Information Handbook Acknowledgement

This handbook can be found online at:

[www.perkinscountyschools.org](http://www.perkinscountyschools.org)

Go to: District Information / Handbooks / Laptop Policies, Procedures and Information

I, \_\_\_\_\_, acknowledge that my student and I  
(parent/guardian)  
have read and agree to the terms set forth in the Perkins County Schools  
Laptop Policies, Procedure and Information Handbook, and will comply with  
all procedures within, but not limited to, the Technology Damage/Loss  
Agreement; Laptop Information; and the Parent/Student Technology Pledge.

Parent/Guardian (Print Name): \_\_\_\_\_

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

Date: \_\_\_\_\_

Student (Print Name): \_\_\_\_\_

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

Date: \_\_\_\_\_

## LAPTOP WARRANTY INFORMATION

### **Please keep this for your records**

The Perkins County Schools recognizes that with the implementation of the 1:1 laptop initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, laptop protection service and insurance.

The following items are covered through warranty and the laptop accidental damage protection that was purchased through the lease agreement through Perkins County Schools and Apple, Inc.:

- Mechanical Breakdown (manufacturing defects)
- Faulty Construction (manufacturing defects)
- Replacement Parts (necessary to repair the laptop or laptop replacement)
- Accidental Damage (to be determined by IT Coordinator)
- Electrical Surges (beyond the users control)

The following items are NOT covered through warranty and the laptop accidental damage protection that was purchased through the lease agreement through Perkins County Schools and Apple, Inc.:

- Batteries
- Cosmetic Damage
- Damage or Alteration (intentional misuse)
- Improper Maintenance (attempted by someone other than the IT Coordinator)
- Alternating product and identification labels
- Theft
- Loss
- Damage from Fire or Flood
- Damage from Liquid or Food
- Drops/Falls (to be determined by IT Coordinator)

***A fine of up to \$500 may be imposed for a damaged, lost or stolen computer.***