

# Harlan Community School District Mobile Computing Responsibilities



## Parent Responsibilities and Terms

Your child has been loaned a Mobile Computing Device to improve and personalize his/her education this year. It is essential that the Harlan Community School District Board of Education Policies that pertain to appropriate use of the mobile computing devices be followed to ensure the safe, efficient and ethical operation of the district's computer. **In order for your child to use the Mobile Computing Device in class and to take it home, you must be willing to accept the following terms and responsibilities:**

- Will read the Harlan Community School District Board of Education Policies that pertain to appropriate use of the mobile computing devices and discuss it with my child.
- Will supervise my child's use of the Mobile Computing Device at home.
- Will instruct my child to keep the Mobile Computing Device in a secure location when not in use in class.
- Will instruct my child that leaving the Mobile Computing Device in a car can promote theft and damage from temperature extremes.
- Will make sure my child brings the Mobile Computing Device to school with a fully charged battery each day.
- Will discuss appropriate use of the Internet and supervise my child's use of the Internet.
- Will instruct my child to never allow the Mobile Computing Device be used by an unknown or unauthorized person.
- Will not, and will instruct my child to not, use the Mobile Computing Device for personal or corporate profit or gain.
- Will not attempt to repair the Mobile Computing Device, or have the Mobile Computing Device repaired through a private service.
- Will report any problems or damage to the Mobile Computing Device to the Harlan Community School District Technology Coordinator.
- Will not change or attempt to change the configuration of software or hardware.
- Will not download or attempt to install any programs or files from the Internet or other sources.
- Will not remove any program or files on the Mobile Computing Device except personal documents of my child.
- I understand that the Mobile Computing Device can be configured for at home use as well as school use, and that I must provide specific information to authorized HCSD Technology Department personnel.
- I recognize that my child's use of the Mobile Computing Device for non-school purposes must have the express consent of the school district prior to engaging in such usage. Usage without the consent of the school district is done at our expense, liability, etc. It will also violate the school district policy and may result in the loss of a school district mobile computing device.
- I agree to make sure that the Mobile Computing Device is secured in an approved carrying case at all times when not being used.
- I agree to make sure that the Mobile Computing Device is returned to the school when requested and upon my son's/daughter's withdrawal from Harlan Community Schools.

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## **Student Responsibilities and Terms**

Your Mobile Computing Device should be used for EDUCATIONAL PURPOSES ONLY. **In order to use the Mobile Computing Device in class and to take it home, you must be willing to accept the following terms and responsibilities:**

- Will read the Harlan Community School District Board of Education Policies that pertain to appropriate use of the mobile computing devices and discuss these policies with my parents/guardian.
- Will adhere to the terms of the Harlan Community School District Board of Education Policies that pertain to appropriate use of the mobile computing devices each time the Mobile Computing Device is used, at home or at school.
- Will take good care of my mobile computer and understand that I will be issued the same mobile computer every year.
- Will recharge the Mobile Computing Device nightly and begin the school day with a fully charged battery.
- Will bring the Mobile Computing Device to school each day and keep it in a secure location when not using it in class.
- Will never leave the mobile computer unattended or in an unsecured location.
- Will keep the Mobile Computing Device in an approved protective case at all times when not being used.
- Will not leave the Mobile Computing Device in a car because it can promote theft and damage from temperature extremes.
- Will keep food and beverages away from my mobile computer in that they can cause damage to the computer.
- Will make the Mobile Computing Device available for inspection by an administrator or other staff upon request.
- I understand that the use of my mobile computer is subject to monitoring or logging at anytime inside or outside of the school day, inside or outside of the Harlan Community School network without notice.
- Will use appropriate language in all communications; will abide by all copyright laws.
- Will not allow the Mobile Computing Device to be used by any unknown or unauthorized persons.
- Will not use the Mobile Computing Device for personal or corporate profit or gain.
- I understand that my mobile computer is not a substitute for a home computer.
- Will not use or attempt to use another student's assigned hardware, files, logins, or personal information.
- Will not give out mine, or others, personal information, such as name, address, photo, or other identifying information online, including username and password or email address.
- Will not use the Mobile Computing Device to record (audio/visual) others without their permission.
- Will not download or attempt to install any programs or files from the Internet or other sources.
- Will not change or attempt to change the configuration of, install, or remove software or hardware.
- Will report all problems and damage immediately to the Harlan Community School District Technology Coordinator.
- Will not attempt to disassemble or repair the Mobile Computing Device, or have the Mobile Computing Device repaired through a private service.
- Will report loss/theft of the Mobile Computing Device to parents, school and proper authorities (police) within 24 hours.
- Will be responsible for all damage or loss of the mobile computer caused by neglect, misuse, or abuse.
- Will not remove/attempt to remove identification tags on this device.
- Will not place unapproved decorations (stickers, markers, etc.) on the mobile computer or deface the device in any way.
- Will not save personal photos, images, or copyrighted files (music, videos, etc) on the server.
- Will regularly back up my school related files to CD-R, flash drive, or to the server.

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- I understand that the Mobile Computing Device can and will be reloaded/reimaged at random intervals, and there will not be any attempt by the HCSD Technology Department to save or retain any files not properly backed up on CD-R, flash drive, or on the server.
- I agree to pay for the replacement of my AC adapter, power cords, battery, or mobile computer carrying case in the event that any of these items are lost or stolen.
- I recognize that my use of the Mobile Computing Device for non-school purposes must have the express consent of the school district prior to engaging in such usage. Usage without the consent of the school district is done at my or my parent's expense, liability, etc. It will also violate the school district policy and may result in the loss of a school district mobile computing device.
- I understand that the mobile computer is the property of the Harlan Community School District.

**Failure to abide by the above guidelines may result in the student losing the privilege of using the Mobile Computing Device.**

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

\_\_\_\_\_  
Student Name (Please Print)

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

\_\_\_\_\_  
Parent Name (Please Print)

\_\_\_\_\_  
Building

\_\_\_\_\_  
Today's Date

# Harlan Community School District Mobile Computing Check-Out/Check-In



Student Name (Last, First): \_\_\_\_\_

Graduation Year: \_\_\_\_\_

## Fall Check-Out

### District Assigned Equipment

### Checked-Out?

Laptop Device Asset Tag # \_\_\_\_\_

Circle one: **Yes / No**    Initials: \_\_\_\_\_

AC Adapter Asset Tag # \_\_\_\_\_

Circle one: **Yes / No**    Initials: \_\_\_\_\_

Carrying Case

Circle one: **Yes / No**    Initials: \_\_\_\_\_

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

Technology Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Spring Check-In

### District Assigned Equipment

### Checked-In?

Laptop Device Asset Tag # \_\_\_\_\_

Circle one: **Yes / No**    Initials: \_\_\_\_\_

AC Adapter Asset Tag # \_\_\_\_\_

Circle one: **Yes / No**    Initials: \_\_\_\_\_

Carrying Case

Circle one: **Yes / No**    Initials: \_\_\_\_\_

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

Technology Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing above, I certify that that equipment listed above was checked-out/checked-in as indicated above and hereby agree to abide by the Harlan Community School District mobile computing policies and procedures.

- The equipment remains at all times the property of Harlan Community School District, Harlan, IA. The District retains the right to collect and/or inspect the mobile computer, and its contents, at any time, including via electronic remote access, and to alter, add or delete installed software and hardware.
- User acknowledges and agrees that use of the district property is a privilege and that by user's agreement to the terms hereof, user acknowledges user's responsibility to protect and safeguard the district property and to return the same in good condition and pay for repairs upon request by the District.
- The above signatures constitute an agreement to abide by the policies and consequences set forth in the Harlan Community School District Mobile Computing Handbook and the Harlan Community School District Board of Education Policies that pertain to appropriate use of the mobile computing devices.

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# Harlan Community School District Mobile Computing School Day Use Only Agreement



**Student Name (Last, First):** \_\_\_\_\_

**Graduation Year:** \_\_\_\_\_

## Fall Check-Out

### District Assigned Equipment

### Checked-Out?

Laptop Device Asset Tag # \_\_\_\_\_

Circle one: **Yes / No**    Initials: \_\_\_\_\_

AC Adapter Asset Tag # \_\_\_\_\_

Circle one: **Yes / No**    Initials: \_\_\_\_\_

Carrying Case

Circle one: **Yes / No**    Initials: \_\_\_\_\_

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

Technology Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Spring Check-In

### District Assigned Equipment

### Checked-In?

Laptop Device Asset Tag # \_\_\_\_\_

Circle one: **Yes / No**    Initials: \_\_\_\_\_

AC Adapter Asset Tag # \_\_\_\_\_

Circle one: **Yes / No**    Initials: \_\_\_\_\_

Carrying Case

Circle one: **Yes / No**    Initials: \_\_\_\_\_

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

Technology Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing above, I certify that that equipment listed above was checked-out/checked-in as indicated above and hereby agree to abide by the Harlan Community School District mobile computing policies and procedures.

- The equipment remains at all times the property of Harlan Community School District, Harlan, IA. The District retains the right to collect and/or inspect the mobile computer, and its contents, at any time, including via electronic remote access, and to alter, add or delete installed software and hardware.
- User acknowledges and agrees that use of the district property is a privilege and that by user's agreement to the terms hereof, user acknowledges user's responsibility to protect and safeguard the district property and to return the same in good condition and pay for repairs upon request by the District.
- The above signatures constitute an agreement to abide by the policies and consequences set forth in the Harlan Community School District Mobile Computing Handbook and the Harlan Community School District Board of Education Policies that pertain to appropriate use of the mobile computing devices.

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