

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Parent/Guardian and High School Student Laptop Contract

Northwest Arctic Borough School District fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner during class times/non-class time, on campus and off.

Each laptop is assigned to one student only. DO NOT allow others to use your computer.

Only one account assigned by NWABSD is to be used on your computer. Students will not create or use additional accounts on their laptops.

The school's internet connection should be used for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by NWABSD faculty.

Only games directly related to school assignments or activities can be played during class time. For example, chess would be appropriate if related to the activities of a Chess Club.

Instant messaging, e-mail, or any other computer communication should be used only for appropriate and responsible communication among students, faculty, and the outside world. Rude, profane, abusive, threatening, or otherwise inappropriate language is not permitted and will result in confiscation of your computer.

Blocked websites such as Facebook, Twitter, Instagram, and other blocked websites may not be accessed from the school district internet at any time.

Any account which bypasses management or security may result in the immediate loss of the laptop. This includes the use of any website which allows users to bypass web/internet, proxy, or other restrictions.

Students may access only those files that belong to them or that they have been given permission to use. Without explicit authorization, students may not touch or use another person's laptop. Using your login to access another laptop is strictly prohibited.

Students are expected to follow all copyright laws. The sharing or transferring of copyrighted materials is prohibited. This activity is illegal and may result in the loss of the laptop for everyone involved. Music stored on individual laptops will be assumed by the district to be owned by the student. The student will be responsible for any copyright violations, should the district officials learn otherwise. The district will not be monetarily responsible for any copyright infringements on student machines.

When in doubt, ask first.

Laptops and related equipment belong to and are distributed by the school.

Access to Northwest Arctic Borough School District computer systems is a privilege not a right. Violating the letter or spirit of the above regulations may be cause for denial of student access to Northwest Arctic Borough School District computer systems, and/or may result in more serious disciplinary action(s). The Northwest Arctic Borough School District retains the authority to amend this contract as needed. This contract does not preclude further restrictions that are not specifically stated.



NWABSD
Technology Department
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MISSION: To provide a learning environment that inspires and challenges students and employees to excel
VISION: To graduate all students with the knowledge, skills, and attitudes necessary for a successful future

Laptop and Student Information

(HIGH SCHOOL)

Student Name (in Power School)	
Asset Tag Number	
School (circle one)	ABL BKC DRG IAN KVL OBU KMHS STAR WTK ORV WLK SHG

Laptop Condition – Beginning of School Year

Asset tag sticker	Excellent	Good	Fair	Poor	Comments
External/Case condition	Excellent	Good	Fair	Poor	Comments
Keyboard condition	Excellent	Good	Fair	Poor	Comments
USB C Charging Cable	Excellent	Good	Fair	Poor	Comments
30W Power Adapter	Excellent	Good	Fair	Poor	Comments
Screen condition	Excellent	Good	Fair	Poor	Comments
Backpack condition	Excellent	Good	Fair	Poor	Comments

Laptop Fees, Expectations, and Usage

Lost or Stolen Laptop:

Any loss of laptop (fire, theft, misplaced, etc.) will require a police/trooper report and investigation. Prosecution will be pursued for any fraud or other criminal activity. Report forms are available at the principal's office.

Damages:

Any damage to laptops or accessories caused by malice, assault, vandalism, or similar actions will result in a police report and possible criminal charges being filed.

Laptop cases and laptops are to remain free of drawings, markings, scratches or student-applied stickers. Any abuse, markings, stickers, or adhesive residue found on these items will result in fines being issued to cover repairs necessary to return these items to like-new condition.

Fees for damage or loss are the responsibility of the student and parent/guardian even if caused by another person.

Unpaid fees will be posted on the student's transcript and are required to be paid in full prior to leaving the district or graduation. The NWABSD reserves the right to send unpaid fees to a collection agency when fees are not paid in a timely manner. Unpaid fees may be subject to small claims court or garnishment of the student's PFD.

Computers can be severely damaged by exposure to extreme cold. Keep your computer well insulated while traveling. In the event of exposure to the cold, let it sit at room temperature for at least 30 minutes before turning it on.

Laptop Fees:

Payment made to the School District business office. Student will not be allowed to take the laptop home if any fees are due.

First Breakage: Student pays **\$100.00** money due before laptop is returned to the student.

Second Breakage: Student pays **\$200.00** student, parent and principal will determine a performance contract.

Third Breakage: Student pays **\$300.00** student will not be allowed to take the computer out of the school for the remainder of the year.

Lost or Stolen USB C Charging Cable 2m: Full replacement cost **(\$20)**

Lost or Stolen 30W USB-C Power Adapter: Full replacement cost **(\$50)**

Lost/Stolen Laptop and Damage Deemed as Total Loss: Full replacement cost **(\$1,000.00)**

Lost or Stolen Laptop Backpack or Case: Full replacement cost **(\$50.00 each)**

Dirty/Soiled Backpack: Cleaning Fees **(\$20.00)**

Etching, Dents, Permanent Laptop Frame Damage: **\$50.00**

Stickers/markings/excessive adhesive residue and Asset Tag removal: per occurrence cleaning fee **(\$25.00)**

Late Turn-In: Students are required to turn in their laptop at the end of the school year. Student pays **\$300** for late turn-in.

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Laptop Fees, Expectations, and Usage (continued)

Student Expectations:

Students are required to bring their computers to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day. (Full charging will take at least 45 minutes.)

Students shall return the computer equipment to the School District immediately if the student moves or ceases to attend in the School District and shall surrender the computer equipment to a teacher, school administrator, or designees for inspection upon demand.

Students shall ensure that the use of school equipment outside of school occurs in a responsible, appropriate, and legal manner. Students shall immediately report to the school principal any problems with the laptop.

Students shall NOT attempt to repair the laptop and shall NOT use, load or delete any software from the laptop.

Parent/Guardian Expectations:

Monitor the student's use of the laptop at home (NWABSD Technology department only is authorized to attempt to clean or repair the laptop) and ensure that the use of school equipment outside of school occurs in a responsible, appropriate, and legal manner.

Report to the school principal any problems with the laptop. Do not use, load or delete any software from the laptop. The laptop is issued for exclusive student use.

I understand that the laptop must be returned in the same condition as when it was issued. The student's parent/guardian is responsible for fees associated with the laptop. Fees for damage or loss are the responsibility of the student and parent/guardian even if caused by another person. Unpaid fees will be posted on the student's transcript and are required to be paid in full prior to leaving the district or graduation. The NWABSD reserves the right to send unpaid fees to a collection agency when fees are not paid in a timely manner. Unpaid fees may be subject to small claims court or garnishment of the student's PFD.

Signature Section

I have read this agreement and understand this Contract in its entirety. By signing below both Parent/Guardian and Student agree to abide by this contract to include the Laptop Fees, Expectations, and Usage sections.

I DO _____ I DO NOT _____
Give my student permission to take the laptop computer home.

Signature of Student

Printed Name

Date

Signature of Parent/Guardian

Printed Name

Date

Relationship to Student

Phone/Cell Number

Email Address