**Forest Park Middle School One to One Laptop Program**

In order to prepare Springfield Public School (“SPS”) students for college and career in a world of digital technology and digital information, SPS students need to have access to digital technology and digital information at school and at home. Therefore, SPS, subject to the following Terms and Conditions, is providing its students with SPS purchased computers and/or digital tablets (collectively “Devices”) and is allowing students, at the discretion of their school, to use an assigned Laptop computer during the school day.

**“Assignment Period”:** *2017-2018 School Year*

**One-to-One Laptop Terms and Conditions**

1. Students will be individually assigned a Device subject to the terms of this policy. Each student can only be assigned one Device. Device assignments are only for the individual school year in which they are assigned.

2. Forest Park Middle School, upon assignment of a Device, will define the period for which the Device is assigned within the 2017-2018 school year (“Assignment Period”).

3. Prior to the distribution of the devices, both the student and their parent/guardian must sign and return the “*Student Laptop Computer Pledge*” and “*Technology Agreement*.”

4. The Device is the property of the Springfield Public Schools. The Springfield Public Schools may recall the device or place additional restrictions on the use or assignment of the Device at any time, for any reason, and without prior notice.

5. The Devices may contain software that tracks its location and utilization. Springfield Public Schools may use this software to track the location and utilization of the device at any time.

6. The Springfield Public Schools Acceptable Use Policy applies to the school use of the Device.

7. The Device issued to students is intended to be an educational tool and should only be used in that capacity. As the Device is the property of and is monitored by the Springfield Public Schools, students should have no expectations of privacy in their use of Device.

8. Attempts to bypass the Districts web filters, alter or remove virus protection, or remove SPS identification and markings are a violation of the Acceptable Use Policy and may result in an SPS Code of Conduct violation and disciplinary action and/or return of the Device.

9. Software originally installed by SPS must remain on the Device and in usable condition. Students may not install software on the Device unless authorized by SPS and only through SPS’ student software portal.

10. Students should never undertake repairs to the device.

11. If a student transfers from or leaves the school issuing the Device, the Device must be returned to the issuing school in working condition.

12. The Device must be returned in acceptable working condition at the end of the Assignment Period or whenever requested by school staff.

**Student Laptop Computer Pledge**

**(*To be submitted with a signed “Laptop Computer Agreement”)***

\*As a Springfield Public School’s (“SPS”) scholar using a technology device (“Device”) to expand my learning opportunities, I make the following commitments.

**1**. I will not bring the Device home.

**2.** I will ensure that the Device has a fully charged battery by plugging it into the assigned laptop cart every day before dismissal.

**3**. If I fail to charge the Device, I understand I am still responsible for getting all course work completed on time.

**4**. I will not place decorations (stickers, marker, etc.) on the Device or its accessories.

**5**. I will not loan the Device to any other person, including any other SPS students.

**6**. I will treat the Device with care by not dropping it, leaving it outdoors, or in direct sunlight.

**7**. I will not use the device in busy areas such as the gym, transitions, or cafeteria unless given permission by a teacher or staff member.

**8**. I will not leave the device unattended and/or unsecured.

**9**. I will keep food and beverages away from the Device.

**10**. I will not leave the Device near any water source, such as a fountain or sink.

**11**. I will not attempt any repairs or disassemble any part of the Device.

**12**. I will report immediately to my teacher or administrator when my assigned Device becomes damaged, lost or stolen.

**13**. I will not clean the Device with anything other than a soft cloth. (Do not use glass cleaners, sprays, soaps, or anything else to clean the Device.)

**14**. In the event the Device has a problem or is not working I will bring it to my data group teacher in my school.

**15**. I will use the Device only for educational purposes.

**16**. I will not use the Device to record other people’s conversations or create video/pictures without the consent of all those who are being recorded.

**17**. I will not remove any software or applications.

**18**. I will only install SPS approved software and applications (apps).

**19**. I will save all my files and data to the networked storage location provided by the District rather than the local computer.

**20**. I understand SPS is not responsible for lost or missing data.

**21**. I will not sync the Device with any computer or account that is not sanctioned by SPS.

**22**. I will not remove or attempt to circumvent the content filtering or management software. I will only log into my SPS student account with my log on credentials. (Student ID ; “*Spmmddyy”*)

**23**. I will not deface the Device’s serial number or the school-property labels.

**24**. I agree to return the Device in good working condition when requested.

**25**. I understand this policy may be updated at any time.

**Laptop Computer Agreement**

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***By signing below, I agree to the conditions set forth:***

1. The Device should never be left unattended or unsecured.

2. If a Device is lost or stolen:

* The Student must notify the homeroom teacher, technology coordinator, or grade level administrator immediately.
* The student may be offered another Device at the discretion of SPS and the school.
* If a second incident of theft or loss occurs in a single school year for the same student, that student will not be eligible for an individually assigned Device for the remainder of that school year. The student will be allowed to use a spare Device during the school day (if a Device is available).

3. If a Device is damaged or in need of repair:

* The Student must notify the homeroom teacher, technology coordinator, or grade level administrator immediately and submit a completed District Device Damage/Loss form to their school.
* The Student must deliver the damaged Device to the homeroom teacher, technology coordinator, or grade level administrator with the District Device Damage/Loss form.
* Students may be offered the use of a loaner Device (when available) until his/her Device is repaired.
* If the Device is damaged beyond repair, the student may be offered another Device at the discretion of SPS and the school.
* If a second incident of theft or loss occurs in a single school year for the same student, that student will not be eligible for an individually assigned Device for the remainder of that school year. The student will be allowed to use a spare Device during the school day (if a Device is available).

4. Failure to return the technology when requested may result in criminal prosecution or civil liability for theft of SPS property.

5. I understand and agree to the Terms and Conditions set forth in the Forest Park Middle School One to One Laptop ProgramPolicy.

6. I agree to the commitments set forth in the Student Laptop Computer Pledge.

Student Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

***By signing below, I agree to the conditions set forth***:

 I understand and agree to the terms and conditions set forth in the Forest Park Middle School One to One Laptop ProgramPolicy.

Parent/Guardian Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Parent Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_