

Laptop Policy Summary

Parent Responsibilities

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

- I will supervise my child's use of the laptop at home.
- I will discuss school policies and expectations regarding the use of the Internet at home and will supervise my student's use of the Internet.
- I will not attempt to repair the computer.
- I will report to the school any problems with the computer.
- I will not load or delete any software from the computer.
- I will make sure my student recharges the computer battery nightly.
- I will make sure my student brings the computer to school every day.
- I understand that misuse or inappropriate use as determined by school personnel may, and will, result in any and/or all of the following:
 - Student conference
 - Parent conference
 - Cancellation of access privileges and loss of computer privileges.
 - Any and all school disciplinary actions civil or criminal liability under applicable laws.

***I know that if my child comes to school without his or her computer I may be called to bring it to school.**

I have read and understand the responsibilities and expectations described in these policies and the contract and agree to follow every policy.

Signed (Parent/Guardian)

Date

Student Responsibilities

Your computer is an important learning tool and is for educational purposes only. In order to take your computer home each day, you must be willing to accept the following responsibilities:

- I will treat the computer with care by not dropping it, getting it wet, leaving it outdoors, defacing, or using it with food or drink nearby.
- I will not loan the computer to my friends or siblings; it will stay in my possession at all times.
- I will not load software from any media form onto the computer.
- I will not remove programs or files from the computer.
- I will follow the Tree of Knowledge Learning Academy Acceptable Use Policy with the computer at home and at school.
- I will comply with all copyright laws.
- I will honor school policies and expectations at all times.
- I will not give personal information when using the Internet.
- I will not attempt to repair the computer.
- I will recharge the computer battery each night.
- I will bring the computer to school every day.

***I know that this computer is on loan to me. All school policies and procedures, Acceptable Use Policy and applicable laws must be followed. I understand that any violation could result in loss of computer use.**

I have read and understand the responsibilities and expectations described in these policies and the contract and agree to follow every policy.

Signed (Student)

Date