

# Hamilton Community Schools Technology Services Acceptance Form

Student Name: \_\_\_\_\_ School Year: \_\_\_\_\_

Item	Unit ID /Asset #	~Value	Adverse Conditions Noted
IPAD		\$500	
IPAD Charger			
IPAD Case			
Laptop		\$600	
Laptop Charger		\$65	
Laptop Case		\$45	
Hamilton Community Schools: <i>Acceptable Use and Safety Policy</i>			Including in Separate Document
Hamilton Community Schools: <i>Equipment Care Standards</i>			Included in the Document
Hamilton Community Schools: <i>Technology Services Agreement</i>			This agreement form

I have received the equipment and policies listed above to use and follow for school related purposes during the school year. I understand that the use of equipment provided by Hamilton Community Schools (HCS) is a privilege that could be revoked if I do not follow the guidelines set forth by HCS. Retention of the listed equipment is predicated on the following:

Return the respective signature/acceptance pages of the policies listed. Signature are required by the parent/guardian and the student. Return by **August 11, 2017**

I understand that my child will receive the equipment listed above for use at school and at home. I have read the policies listed and understand the usage rules. My child has permission to receive this equipment.

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

Printed Name: \_\_\_\_\_

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

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

Printed Name: \_\_\_\_\_

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

# Hamilton Community Schools Equipment Care Standards

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

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

<b>The following items reiterate some of the most important points covered in the Tablet Computer Use Agreement and Standards for Proper Care document.</b>	<b>Student Initial</b>	<b>Parent Initial (Required)</b>
I will immediately report theft or intentional damage to a teacher. I will report hardware or software problems immediately. I will not attempt to repair the tablet myself.		
I will not leave my tablet unattended unless it is locked in a secure place. My family is fully responsible if my laptop is lost or stolen.		
I understand there is to be <b>no</b> software (including games, music, video, etc.) installed to the tablet without permission from an administrator. I also know the software is to be installed by an HTS staff member and not myself.		
I will keep the tablet lid closed whenever it is moved from one point to another.		
I will not engage in unauthorized use of the network, attempt to bypass the firewall or maliciously damage the server or its components.		
I will not change the settings of the software, import personal videos, music or photos unless they are to be used for a project.		
I will not share my password or my tablet with others.		
I will not place objects or stickers, drawings, tape, or other substances on my tablet.		
I will not duplicate or distribute copyrighted materials other than a backup copy of items I legally own. (this includes but isn't limited to music, video, papers, eBooks, etc.)		

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

Printed Name: \_\_\_\_\_

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

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

Printed Name: \_\_\_\_\_

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

# Hamilton Community Schools Equipment Care Standards

All individuals using and/or handling HCS technology equipment are expected to follow the standards listed in this document and take any additional common sense precautions to protect your assigned equipment. Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.

## Equipment Standards:

- Treat this equipment with as much care as you would your own property.
- Bring the tablet and charging unit every school day.
- Keep the equipment stored in a secure place (i.e., locked in your school locker) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the equipment in your school locker and arrange to return to school to retrieve it after the activity.
- Equipment left in bags and backpacks, or in unattended classrooms is considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen (even at school) will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave equipment in school busses, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the equipment in a car other than in a locked trunk.
- Do not let anyone use the equipment other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned equipment will be your full responsibility.
- Adhere to Hamilton Community School’s “Acceptable Use Policy” at all times and in all locations. When in doubt about acceptable use, ask a teacher or administrator.
- Back up your data. Never consider any electronic information safe when stored on only one device. Use your school-provided network drive (U-drive) on a regular basis.
- You can also back up time-sensitive, large, image-based files to a pen/flash drive. Remember files stored on the desktop are not backed up to the network.
- Read and follow general maintenance alerts from school technology personnel.

## How to Handle Problems

- Promptly report any problems to the teacher.
- Don’t force anything (e.g., connections, popped-off keys,). Seek help instead.
- When in doubt, ask for help.
- Do not go outside of Hamilton Community Schools for repairs

## General Care

- Do not attempt to remove or change the physical structure of the equipment, including the keys, screen cover or casing. **Doing so will void the warranty, and you will be responsible for 100 percent of the repair or replacement cost.**
- Do not remove or interfere with the serial number or any identification placed on the equipment. If your identification tags peel, contact the library and a new tag will be added.
- Do not do anything to the equipment that will permanently alter it in any way. (this includes adding stickers and other adhesives)
- Keep the equipment clean. For example, do not eat or drink while using the equipment.

# Hamilton Community Schools Equipment Care Standards

## **Carrying the Equipment**

- Always completely close the lid and wait for the equipment to enter "sleep mode" before moving it, even for short distances. Movement while the equipment is on can result in permanent damage to the hard-drive and therefore the loss of all data. It is also recommended to have the screen in laptop format and not in tablet format as you travel.
- Always store the equipment in the case provided.
- Do not grab and squeeze the equipment as this can damage the screen and other components.
- Remember to login once you arrive at your first class at school and logout before leaving so files are backed up.

## **Screen Care**

- The screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and cost over \$400 to replace. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the tablet screen with anything (e.g., your finger, pen, pencil, etc.) other than approved tablet screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard could crack the screen when the lid is closed, thus resulting in a charge of over \$400 to you.

## **Battery Life and Charging**

- Arrive to school each day with a fully charged battery and the cord. Establish a routine at home whereby each evening you leave your tablet charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Do not let the battery completely drain. Charge, when the battery reaches 15% capacity. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the tablet when it is not in use, in order to save battery life and protect the screen.

## **Personal Health and Safety**

- Avoid extended use of the tablet resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose—when working on your lap.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.