

**2017-2018**  
**University Laboratory School**  
**Daily Borrowing Responsibility Contract**

*This contract is only for students borrowing a school device on a daily basis.*

**Description**

Students participating in the ULS BYOD program and *electing to borrow a school device on a daily basis* will be issued a school-owned Lenovo Chromebook. Students must provide a laptop sleeve on the **first day of school**. A laptop sleeve may be purchased from the school store for \$20.00. If parents prefer to provide a different sleeve, **A 13-inch sleeve is required**. The dimensions are approximately 13" high, 10" wide, and ½" deep. Padded Neoprene is the recommended style. Laptop bags are also acceptable, but it is recommended, not required, that students use a sleeve within the bag for extra protection. Laptops will not be issued to any student who does not have the appropriately sized case, sleeve, or laptop bag.

**Procedure**

**Each day, students must report to the computer lab before 7:40 am to check out their laptop.** Students who are tardy to school must inform the office staff upon check in that they need to borrow their device before going to class. Students must return their laptop to the computer lab either during lunch (if the device won't be needed after lunch) or between 3:15-3:45 pm. **If the student fails to return the school device, parents will be notified and students may face disciplinary action.**

**Expectations for Responsibility and Internet Safety**

Students are held to the highest standards of ethics, responsibility, and etiquette in their communication and collaboration with others. In addition to the policies outlined in this contract below, all policies agreed to in the school Acceptable Use Policy and Student/Parent Handbook will be followed. Students and parents/guardians will be held responsible for any violations that occur.

In addition, ULS holds students to the highest standards for the care, use, and handling of ULS-owned equipment. Parents will be responsible for lost, damaged, or misused equipment.

The University Laboratory School is committed to fostering Internet safety. While using your school-issued Chromebook, we offer appropriate content filtering both on campus. On the University Laboratory School campus you will be connected to the JRBOWS network. Any attempts to defeat or bypass the JRBOWS network or to modify the Chrome operating system may result in ULS administrative disciplinary action.

University Laboratory School uses Hapara as an instruction management tool during the school day which allows teachers to organize, manage, and monitor learning. To allow the operation of Hapara, **students are required to sign into Chrome using their ULS-issued account for every class period.**

**Charge Structure for Lenovo Chromebooks (2017-2018)**

	<b>Cost</b>
<b>Damaged beyond repair; lost or stolen laptop</b>	<b>\$300</b>
<b>Damaged, lost or stolen power adapter</b>	<b>\$70</b>

**Third Party Applications**

Due to the nature of the technology, students will have the ability to download third party applications **not sanctioned** by ULS Administration or part of the ULS academic program. It is the responsibility of the student and the parent to carefully read any user agreements for third party applications and to abide by all laws regarding age to use or purchase said applications. ULS is absolved of all responsibility as it relates to student use/purchase of any and all third party applications not directly part of the ULS academic program.

## **Games**

Students may not play games on the laptop during school hours. Students who choose to play games during school hours will face disciplinary action.

## **Guidelines for caring for your laptop**

Students are responsible for the laptop they have been issued. Laptops in need of repair or damaged must be reported immediately to a teacher or to the ULS office staff. Students will write an incident report, give the damaged laptop to IT, and meet with the Dean of Students. The student will be issued a replacement laptop as soon as possible so as not to interfere with their academics. Parents will be notified of the damage and associated cost as soon as possible.

## ***Securing your laptop***

Never leave your laptop unattended or unsecured while on or off-campus. If you leave your laptop in your locker, you must lock your locker.

Do not bring your laptop to classes not requiring them. Any time you are going to a class where your computer will NOT be used it must be placed in your locker and locked.

Each laptop has several identifying labels (e.g., ULS asset number and serial number). Under no circumstances are you to modify or destroy these labels. This will be considered property damage and appropriate consequences will follow.

## ***Using your laptop***

Laptops should only be out of their cases and used in settings that are appropriate for acceptable use.

For prolonged periods of inactivity, you should shut down completely before closing the lid. This will help to conserve the life and charge of the battery. Dimming the LCD brightness of your screen will also extend the battery run time. For help, consult your teacher, or a school technology specialist.

Always close the lid before moving and/or transporting your laptop, taking care not to close the lid on objects inside the laptop. Please be aware that overloading or overstuffing the laptop case/sleeve will damage the laptop. Textbooks, notebooks, binders, or other school supplies should NOT be in the same section of the laptop case/sleeve as the laptop itself. Take precaution when placing the case on a flat surface. Never sit or place any object on the laptop case.

When using the laptop, keep it on a flat, solid surface so that air can circulate. For example, using a laptop while it is directly on a bed or carpet can cause damage due to overheating. Liquids, food and other debris can damage the laptop. You should avoid eating or drinking while using the laptop. DO NOT keep food or food wrappers in the laptop bag.

Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the laptop by the screen or using excessive force when in laptop-mode. The Chromebooks do not have a touch screen. Please refrain from touching the LCD screen with your fingers or other objects.

Never attempt to repair or reconfigure the laptop. Under no circumstances are you to attempt to open or tamper with the internal components of the laptop, nor should you remove any screws; doing so will render the warranty void and may result in disciplinary action.

Take care when inserting cords, cables and other removable storage devices to avoid damage to the laptop ports. Do not expose your laptop to extreme temperatures, direct sunlight, ultraviolet light, or rain for extended periods of time. Extreme heat or cold may cause damage to the laptop. Remember the laptops are the property of ULS.