

# Dallas Center-Grimes Community School District

## Student Laptop Program Acknowledgement Form



**Review and initial each statement below.**

The following items reiterate some of the most important points covered in the Laptop Computer Use Agreement, the Standards for Proper Computer Care, and the Use of the Internet and Digital Devices by Students/Acceptable Use Policy which you can read in the student 1 to 1 handbook and on the Dallas Center-Grimes Community School District website.	Student Initial	Parent Initial
I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (on the laptop and flash drive).		
I will not leave my laptop unattended unless it is locked in a secure place. My family may be fully responsible for the cost of replacement should my laptop become lost or stolen.		
I understand that my family may be fully responsible for the cost of repair or replacement due to damages that occur to the laptop. Please refer to the Laptop Computer Use Agreement in the 1 to 1 handbook for details.		
I will not download, install or use file-sharing programs or attempt to view/download games, or download or install other programs/websites without the permission of the Director of Technology.		
I will not duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally obtain.		
I will keep the laptop lid fully closed and place the laptop in the laptop case whenever it is moved from one point to another.		
I will read and follow general maintenance alerts from school technology personnel.		
I will report any problems with my laptop to a member of the tech support staff in a timely manner.		
I understand that the school owns the computer and has the right to search the computer at any time, and I have no expectation of privacy in any materials contained therein.		
I understand that my classroom teachers may monitor my computer while in their classrooms, and the tech staff may monitor my computer throughout the school day and at other times but will not activate the built-in webcam.		

I have read the Laptop Computer Use Agreement, the Standards for Proper Computer Care, and the Use of the Internet and Digital Devices by Students/Acceptable Use Policy, all of which are incorporated by reference herein, and agree to the stated conditions. I also understand that a \$35 technology use fee need be submitted and processed prior to the issuing of the student laptop. (Iowa Code § 301.1) Questions and/or accommodations regarding the laptops should be directed to Principal Lori Phillips, Director of Technology Darwin Yossi or DC-G Superintendent Scott Grimes.

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

Student Signature+Date \_\_\_\_\_

Parent Name (print) \_\_\_\_\_

ParentSignature+Date \_\_\_\_\_

**If for some reason you choose not to receive a laptop at this time, sign below. My signature below indicates that I have read and understand all of the Technology Policies of DC-G, but I choose NOT to receive a laptop at this time.**

**Student Signature+Date** \_\_\_\_\_

**Parent/Guardian Signature+Date** \_\_\_\_\_

This completed and signed form is a mandatory requirement for the assigning and issuing of a DC-G laptop computer, bag, and power cord. It must be filed prior to issuing and assigning a laptop. Students will not receive their laptop until Mr. Yossi, Director of Technology or his designee has received signed form.