



Technology Department
Ryan Collins - Director of Technology
222 W. Carrol St.
Kenton, OH 43326
<http://tech.kentoncityschools.org>

Laptop User Agreement/Acknowledgement of Administrative Guidelines

Student Responsibilities

- Take care of the laptop assigned to me and not damage or neglect the laptop.
- Follow the Kenton City Schools' Administrative Guidelines for District Laptops Issued to Students, Acceptable Use Policy, student code of conduct and all local, state, and federal laws.
- Charge the laptop every night.
- Back up my files to Google Drive.
- Not allow anyone else, including family members, to use the laptop.
- Be responsible for any loss or damage to the laptop.
- Not change any of the security settings on the laptop.
- Return the laptop when requested and upon withdrawal or graduation from Kenton City Schools.

Parent/Guardian Responsibilities

- Acknowledge that I am responsible for any loss or damage to the laptop at the full replacement cost.¹
- Will familiarize myself with the Kenton City Schools Acceptable Use Policy.
- Acknowledge that the laptops will not have filtered access when they are not on the school network.

Signatures

By signing this form, the student and the student's parent/guardian certify they have read, understand, and accept its terms. The student and parent/guardian also certify they have received Kenton City Schools' Administrative Guidelines for District Laptops Issued to Students, and they have read these guidelines and understand their terms, which will govern the student's use of the laptop issued by Kenton City Schools. The student and parent/guardian also certify they will comply with these terms at all times while the laptop is in their possession or under their control.

Student's Printed Name

Parent's Printed Name

Student's Signature

Parents's Signature

Laptop Asset #/Serial Number

Date

¹ By purchasing optional insurance (\$35.00 for the 2013-14 school year), your first repair will be covered. If you elect not to purchase insurance, you will be responsible for the full cost of any loss or damage to the laptop.