



# WHS STUDENT & PARENT/GUARDIAN LAPTOP AGREEMENT

This Agreement represents an outline of the Windham High School’s Computer Use Policies & Procedures. By signing this Agreement, students and parents/guardians agree to abide by the WHS Computer Use Policies & Procedures.

### **Student Responsibilities**

I have received and agree to abide by the WHS Computer Use Policies & Procedures and abide by all local, state, and federal laws.

I agree that my use of WHS technology is for educational purposes only.

I agree that use of WHS technology is a privilege. I am responsible for the proper care of my WHS issued laptop, as well as any other WHS technology equipment I use.

I agree to keep all accounts and/or passwords issued to me secure. I will not share this information with any other students. This includes passwords for email and/or network access and other school systems.

I agree that I will never share personal information over the Internet. In addition, if I am asked for personal information or harassed in any way I agree to report it immediately to my parents, teacher and/or WHS staff member.

I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.

I agree that I will not install, download and/or otherwise utilize any software that is not authorized by the WHS Technology Department.

I will not remove programs or files from my WHS issued laptop.

I understand that all files stored on my WHS issued laptop will not be private. WHS personnel can review laptops and/or files at any time.

I understand that it is my responsibility to store all my files in my Documents Folder and sync all files with the server on a daily basis, as it is not automatic. Movie, music, iWeb sites, and/or picture files will not be synced to the server. These files should be backed up to other sources, such as a flash drive, external hard drive and/or CD/DVD.

I will not attempt to repair my WHS issued laptop nor will I attempt to clean it with anything other than a soft cloth.

I will report any problems with my WHS issued laptop to the WHS Technology Services Department.

I will treat my WHS issued laptop with care by not dropping it, leaving it outdoors and/or using it with food or drink nearby.

I will place my WHS issued laptop in its protective case when not in use and when it is being moved or carried. I will carry the WHS issued laptop case by its handle and will not add a shoulder strap to the case. I will not place the WHS issued laptop in any other case but the WHS issued case and I will not place the case into any other case, backpack and or shoulder bag.

I will return my WHS issued laptop when requested. Upon my withdrawal from WHS, I will return the issued WHS laptop, power cord and black case.

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**My signature and my parent/guardian signature, acknowledges receipt of and agreement to abide by the terms of the Laptop Agreement as set above. Parents/guardians will assume any financial responsibility for damages not covered by warranty, as outlined in the Laptop Equipment Accidental Damage/Loss Policy.**

\_\_\_\_\_  
**Student Name (Please Print)**

\_\_\_\_\_  
**Advisor / Year of Graduation**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**