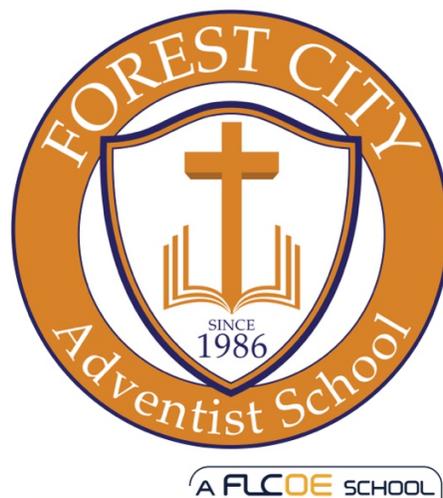


Laptop Contract & Agreements



2025 – 2026

Student Expectations & Responsible Laptop Use Policy

1. General Information

The primary purpose of the laptop use at FCAS is to facilitate and enhance student learning. Any other use is secondary.

Each student will receive a laptop, power cord and laptop cover/case. These items are to be returned at the end of the school year in good working order or an additional fee may be applied based on the replacement cost or repair costs / or a breakage fee (see 2.3).

2. Care of the laptop

Students are responsible for the care and safe keeping of the laptop entrusted to them at the beginning of the school year. School-owned laptops that are damaged or fail to work properly must be taken immediately to the student's teacher. See Section 2.3 and 2.4 for what you should do in case of damage or theft.

2.1. General Care

- 2.1.1. Cords and cables must be inserted and removed carefully to prevent undue wear and damage.
- 2.1.2. Care should be taken to prevent the laptop, cables, and accessories from getting wet. This includes accidental food and beverage spills, excess humidity, and precipitation.
- 2.1.3. Avoid exposure to long-term, extreme, temperatures.
- 2.1.4. School-owned laptops should remain free of personalizing stickers, labels or markings and should be returned in good working condition no later than the last official class day of the school year.

2.2. Screen Care

The screen of the laptop can be damaged if not properly cared for. The screens are particularly susceptible to damage from excessive pressure on the screen.

- 2.2.1. Use only a clean, soft cloth to wipe the screen. Do not use cleansers of any type.
- 2.2.2. Do not lean on or place anything heavy against the screen.
- 2.2.3. If carrying a laptop in a backpack, take care when it is placed against other items and that it does not receive extreme or uneven pressure against the screen. Leaving the backpack unattended or throwing the backpack around with the laptop inside can result in damage to the screen.

2.3. Protective Cases and In-Case-Of-Damage Procedure

FCAS provides a protective case that will assist in preventing minor damage. It should not be removed. This case is to be returned with the device at the end of the school year.

In the event of any damage to the laptop, report this immediately to the Principal at Jacqueline.colon-diaz@flcoe.org or call 407-299-0703. The first incident of a break/damage is \$50 payable to the Business Office. Students will be given a loaner during the laptop repair period, but the student is still responsible for timely submission of assigned work. Second incident of breakage is \$100; third incident, the student/parent must take the device to a local repair shop or FCAS charges \$150 to take it to be repaired. There will be a charge of \$30.00 for lost or damaged laptop chargers. These must be returned with the laptop at the end of the school year.

2.4. Security, Theft, and Identification

Laptops are highly portable and subject to theft. Students must make sure to keep the device secured at all times and take precautions to prevent “crimes of opportunity.”

- 2.4.1. Laptops must always be in the student’s possession during the school day and should be taken home each night.
- 2.4.2. Laptops should not be stored in a vehicle and should never be left in view inside a vehicle, locked or unlocked.
- 2.4.3. Students are provided with a password that cannot be changed. Students may share this password with their parents and no one else, unless required to do so by school personnel.
- 2.4.4. In the event of a lost laptop through negligence, the student will be issued a replacement computer laptop. Inform school personnel of the laptop’s disappearance immediately. The full cost of the laptop will be charged to the student’s account. If there is evidence of a laptop being stolen by force and malicious intent, a police report should be filed within 36 hours of the theft. A copy of the police report should be submitted to the school. A claim will be submitted on the student’s behalf. Should the claim be denied, the full cost of the laptop will be charged to the student’s account.

3. Content Management

3.1. Downloading Content

The student is prohibited from installing unapproved software on the laptop. The student is also prohibited from participating in gaming, downloading of movies, non-school or non-standard apps, or any other bandwidth-heavy activities on the FCAS campus unless explicitly directed by a faculty member. First offense for a violation of this policy: Laptop will be re-imaged. Second offense: \$50 charged to account. Third offense: \$100 charged to account.

3.2. Memory and Storage

Students must maintain sufficient storage on the laptop to accommodate all school-required content. From time to time, a teacher may add content/apps for use in a particular course.

3.2.1. Required software, apps, and books must remain on the laptop in usable condition and always be easily accessible. Periodic checks of laptop may be made to ensure the student has not removed the school-issued software.

3.3. Personal Media

3.3.1. Inappropriate media may not be stored on the laptop at any time. Inappropriate media includes but is not limited to the presence of weapons, pornographic materials, inappropriate language, and references to tobacco, alcohol, drugs, and violence.

Possession of pornographic materials associated with minors is governed by both school policy and by state and federal law. Students are advised that any infractions of this policy may be dealt with as a criminal offense.

3.4. Software and App Updates

Students should conduct regular updates of required apps during school-scheduled update sessions.

3.5. Device Backup and Data Security

Students must conduct regular backups of the laptop. Current backups are essential to maintaining the integrity of student data. In the event of device failure or loss, student data can be restored from backup. It is the responsibility of the student to maintain a current backup of all school assignments and related digital content.

4. Use of the laptop at School

Students are required to bring the laptop to school each day. Students must bring their laptop to all classes, unless specifically instructed not to do so by their teacher.

4.1. Charging the laptop's Battery

Laptop must be brought to school each day fully charged. Students must charge the laptop at home each evening. Students may not charge laptop on campus unless explicitly allowed by a teacher/staff member.

4.2. Laptop Left at Home

Not having a laptop or not having a working laptop will not be an excuse for not participating in class or not completing required assignments. Students are expected to turn in assignments by due dates.

4.2.1. Each class may have individual consequences for students who do not bring their laptop.

4.2.2. If students leave their laptop at home, they are still held responsible for getting the course work completed on time.

4.2.3. Coursework not complete due to not having the laptop in class will be subject to the same consequences as other incomplete work.

4.3. Laptop Left in Unsupervised Areas

The laptop is the sole responsibility of the student. Under no circumstances should laptop be left in an unlocked or unsupervised area. Unsupervised areas include the school grounds, lunch area, computer labs, gym, bathrooms, libraries, unlocked classrooms, and hallways. Any laptop left unattended is at risk of being stolen or damaged. If a laptop is found and is unclaimed, it will be taken to the Office.

4.4. Sound, Music, Games and Headphone Use

4.4.1. Sound must be always muted unless permission is obtained from the teacher for instructional purposes.

4.4.2. Students may not wear headphones to listen to music or other media on the laptop or other device unless it is directly related to the classroom instruction or allowed by the teacher.

4.4.3. Students may not play unapproved games on the laptop at any time.

4.5. Printing

Many assignments will be distributed, collected, and filed electronically with the laptop. This will reduce the need for some printing.

4.6. Internet Access

4.6.1. Students will have access to only the student wireless network on campus.

4.6.2. The student will do nothing to bypass FCAS security and filtering systems on any device or machine.

4.6.3. The use of a hotspot using a student phone, app, or any other means at school is prohibited.

4.7. Appropriate Use of Laptop

4.7.1. Students are responsible for the safety and maintenance of and activity on the FCAS laptop. Students must never loan the device to another student for any reason.

4.7.2. All activities done on the laptop while at school that are not directly related to teacher-directed classroom activities are considered inappropriate use. These activities include, but are not limited to, instant messaging, on-line gaming, and social networking (such as Facebook, Instagram, etc.), and are not permitted at school.

4.7.3. “Jailbroken” devices—that is, devices that have had changes made to the iOS operating system—may not be used at FCAS. Attempts to jailbreak a school-owned device will be treated as vandalism. The student may risk giving up the use of the laptop. Personal devices that have been “jail-broken” are not permitted on the school network.

4.7.4. Changing another student’s password or wallpaper, or any unauthorized access to another student’s laptop or accounts, will be treated as theft or hacking and will result in disciplinary action that could include suspension or even expulsion from the school depending on the seriousness of the offense.

4.7.5. Copyright laws, plagiarism and computer hacking are punishable by state and federal law. If a student is in doubt about how to properly give credit for digital content or how to avoid breaking privacy or proprietary laws while using the laptop or any other electronic device, it is the student’s responsibility to seek guidance from a teacher, personnel, or administrator.

4.7.6. Audio/Video Recording and Photos

Common courtesy dictates asking permission to take a person’s photo or make an audio or video recording of them.

4.7.7. Students may record audio or use the camera to record still or video photos in a classroom or at a school outing or event only with the prior consent of the teacher, coach, or responsible faculty member.

4.7.8. At all times, students are responsible for ensuring that all individuals or groups are aware and agree to the recording or photo.

4.7.9. Students must not share any audio, video or photographic likenesses without express consent from all parties involved.

4.7.10. Bathrooms are considered private areas. Recording or photo equipment is not to be used in these areas at any time.

4.7.11. Use of recording and photo equipment is governed by both school policy and by state and federal law. Students are advised that any infractions of this policy may be dealt with as a criminal offense.

4.8. Managing Files and Saving Student Work

Students should save work to the required digital submission app as directed by the teacher. It is always advisable to also have good backups—to Google Drive, DropBox, a thumb drive, etc.

4.9. Privacy

Student users should assume that none of their laptop data is private or confidential. Any communication or data may be subject to review by school personnel.

Student's Guidelines & Agreement

- a) I will be responsible for the care of FCAS's laptop.
- b) I will bring FCAS's laptop to school every day fully charged.
- c) I will not charge or download on FCAS's campus unless given permission by a teacher.
- d) I will never leave FCAS's laptop unattended and will know where it is always located.
- e) I will never loan FCAS's laptop to others nor borrow someone else's device.
- f) I will not share my passwords, usernames, or passcodes with others, nor will I attempt to change passcodes on another laptop.
- g) I will do nothing on the laptop to bypass FCAS's security and filtering settings.
- h) I will not disassemble any part of FCAS's laptop or attempt repairs.
- i) I will not make changes to the operating system or delete the management profile on FCAS's laptop.
- j) I will not remove FCAS's laptop case or stack anything on top of it.
- k) I will not take photos or record class lectures/discussion without explicit permission from the instructor or student.
- l) I will use FCAS's laptop in ways that are always appropriate and respectful of others.
- m) I will not deface the serial number on FCAS's laptop.
- n) I will manage FCAS's laptop capacity and not allow my personal non-school related content to interfere with school-related laptop capacity needs.
- o) I will not store or download inappropriate media or content on FCAS's laptop. I understand that my laptop will be re-imaged if found with unapproved apps or other software. My account will be charged \$50 for the second offense and \$100 for the third offense, etc.
- p) I understand that I must pay \$50 for the first damage incident, \$100 for the second incident, and \$150 for the third incident, etc. I will immediately report loss of my laptop to school personnel. I understand that I will be charged the full cost of the laptop if it is lost through negligence or not returned at the end of the school year.
- q) There will be a charge of \$30.00 for lost or damaged laptop chargers. These must be returned with the laptop at the end of the school year.
- r) I will return the laptop, charger/cords in good working condition at the end of the school year.
- s) I understand that laptop use is governed by the school's *Student's Technology Policy* found in the FCAS Student Handbook and/or as provided by the school's Technology Department.
- t) I understand that I cannot customize the device given to me.
- u) I will not eat or drink near the laptop.

Parent's Guidelines & Agreement

We appreciate your parental support of our FCAS laptop. While the laptop is a very engaging personal device, its primary purpose is schoolwork and student learning. We encourage parents to help students to adopt healthy habits when using the laptop outside of school and to place limits, as necessary, at home.

1. Parents are encouraged to monitor their student's internet use, time management in relation to the laptop and other technology devices, and social interactions via these devices.
2. Parents are encouraged to limit overnight access to the laptop and other technology devices. Charging stations should be in a central family location such as the kitchen. Family routines and guidelines regarding this are helpful.
3. We encourage the use of laptops in open locations conducive to monitoring and supervision rather than use behind closed doors, such as students' bedrooms.
4. We encourage parents to model healthy technology use practices.

Forest City Adventist School uses Google Apps for Education in the classroom. As required by Google, students under the age of 13 must have parental permission for a Google Apps Account. The following services are available to each student and hosted by Google as part of the laptop initiative:

- Mail An individual student email account will be created for school use managed by FCAS. This account improves the efficiency of student submission of work electronically to the teacher, as well as communication between teacher and student, and communication between students for collaborative schoolwork. Students can communicate with teachers through Canvas.
- Calendar Students will have access to an individual calendar providing the ability to organize schedules, daily activities, and assignments.
- Drive Google Drive and/or Schoology will be utilized as a cloud-based file storage, sharing, and synchronization service. After students store work using these services, they will be able to access this stored work from any computer, not just their home computer or FCAS laptop. If they are staying at a relative's home for the weekend, for example, they will be able to use a computer there and access their work stored in Canvas, Google Drive or Schoology, etc.

Student use of Google Apps is governed by the student laptop Use Agreement, Student Handbook, and Technology Acceptable Use Policy. Parents, please read and understand these documents.

Parents and students must understand that the student is required to bring the laptop to school fully charged every day to complete required work.

Student's name: _____ Grade _____

Serial # _____

2025-2026

Laptop Contract & Agreement

We have read and understood all guidelines and agreements outlined in the Laptop Contract & Agreement document for both students and guardians. Parents hereby grant permission for their child to use the Google Apps for Education Account at FCAS. Additionally, parents agree to monitor their child's use of computers and applications outside of school hours to ensure that the account is being used appropriately and responsibly for its intended schoolwork.

Print student's name: _____

Student's Signature: _____

Print Parent's name : _____

Parent's Signature : _____

Date : _____