Our Lady of Grace Catholic School
Middle School Laptop Student Agreement

The MacBook is being loaned to you by OLG and may be used by you only for educational purposes. In order to use the MacBook in class and to take it home, you must accept the following responsibilities:

- I will read and abide by the provisions of the Acceptable Use Policy, this Middle School Laptop Student Agreement, and the Laptop Student Handbook. In addition, I am aware of the laptop provisions of the Middle School Code of Conduct as set forth in the Our Lady of Grace Catholic School Parent/Student Handbook. I will discuss all of these documents with my parents/guardians.
- I will bring the MacBook to school every day and will keep and carry it in the MacBook Always On Case at all times.
- I will recharge the MacBook nightly and will begin each day with a fully charged battery.
- I will take responsibility for the reasonable care of the MacBook. Between classes, I will put the computer in "sleep" mode in order to preserve battery power. I will not pick up the MacBook by its screen; instead, I will always pick it up by the keyboard supporting the base with my hand.
- I will use only those screensavers in the Default Screen Saver Settings in the MacBook.
- I will not leave the MacBook unattended.
- At school, I will only use the MacBook when in a classroom supervised by OLG staff. I will not use the MacBook in the lunchroom, playground, hallways, or school bus/car.
- Away from school, I will only use the MacBook in a location which is free from food, liquid, and debris that could damage the laptop and which provides a flat surface on which to operate it. I will not travel with the MacBook or use it other than at home/school without my parents' permission.
- I will not slam or push on the lid or set objects/books on top of the MacBook.
- I will make the MacBook available for inspection by an OLG administrator, teacher, or staff member upon request. I understand that the MacBook and its contents are OLG's property.
- I will turn in the Macbook to the Helpdesk over weekends or long vacations for routine maintenance as requested.
- I understand that the MacBook and its contents can be viewed by OLG staff when I am signed on to the OLG network.
- I will use appropriate and respectful language in all communications when using the MacBook.
- I will abide by copyright laws.
- I will not use the MacBook to access MySpace, Facebook, or other social networking sites.
- I will not use or damage another student's laptop. I will not loan out the MacBook assigned to me.
- I will not use or attempt to use another student's or an OLG staff member's subscriptions, logins, files, or personal information. I will not intentionally spread or create a computer virus.
- I will not give out personal information, such as my name, address, photo, or other identifying information on the Internet, nor will I misidentify myself in online communication in an attempt to avoid detection for any misbehavior or rules violation.
- I will not change the configuration of the MacBook, including the network and security settings. I will not install or remove hardware or software, except as directed by an OLG staff member.
- I will not deface or decorate the MacBook. I may decorate my Always On MacBook Case with my parents' consent.
- I will not leave the MacBook in my locker overnight. If I am unable to take the MacBook home to recharge it on an occasion, I will arrange with the OLG Helpdesk to charge it in a secure location.
- I will not attempt to remove asset or identification tags on the MacBook's hardware or software.
- I will not attempt to repair the MacBook. I will immediately report all damage and/or any other problems which cannot be addressed in class to the OLG Helpdesk.
- I will report loss/theft of the MacBook to my parents, OLG, and proper authorities within 24 hours.
- I recognize that OLG has invested significant resources to provide me with the opportunity to use and learn with the MacBook. I further recognize that I will be held responsible for any abuse of this opportunity in accordance with the disciplinary procedures set forth in the OLG Middle School Code of Conduct, which include suspension and detention for any serious violations of the laptop policies.

Signed: _____ _____
Student Parent

Date: _____ Homeroom Teacher: _____

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