



JP Knapp Early College High School Laptop Parent and Student Agreement 2022-2023 School Year

Currituck County students in grades 9-12 at JP Knapp Early College High School are issued a Laptop computer as an integral part of learning.

Please note the following conditions of this program.

- The Laptop is and will remain at all times the property of the Currituck County Schools (CCS).
- CCS staff may recall the Laptop or place additional restrictions, at any time and for any reason, with or without prior notice.
- The student or the student's parent/guardian will immediately surrender the Laptop to a teacher or administrator for any reason, if asked.
- Parents and students must sign this Laptop agreement and pay the \$40 non-refundable technology fee to cover student use for the upcoming school year.
- **Insurance covers accidental damage or theft/vandalism that has been documented within 48 hours and validated with a police report.**
- **Laptops will be sent into repair at no additional charge for replacement batteries, mother boards, speaker replacements, and touch pad replacements.**
- **A deductible/co-pay of \$25.00 must be collected for broken screens, broken hinges, keyboard replacements (missing keys), broken ports (headsets) cracked bezel, broken top cover, broken bottom cover. If multiple repairs are needed at once or if the damage is deemed vandalism, the Media Coordinator should discuss this with the Principal and/or CCS Technology Department to determine the fees needed to cover the repairs and if any disciplinary action is to be taken at school. (This is in addition to the \$40 Technology fee above.) Multiple claims can result in cancellation of the policy and loss of use of the Laptop.**
- **If a Laptop, charger, or case is lost, the student is responsible for the replacement cost of \$545 (Lenovo), \$35 if only the charger, and \$30 for the replacement carrying case.**
- **If a Laptop is a total loss because of bug infestation, the student is responsible for the replacement cost of \$545 (Lenovo).**
- Laptops that are not returned to the school when a student transfers or withdraws from school will be considered stolen. Media Coordinators or the Principal's Designee will make multiple attempts to contact the parents by phone to facilitate the return of the device. If we still aren't able to recover the device, it will be marked as stolen in our Google Admin Console and the information will be turned over to local law enforcement.
- Parents should always monitor student's Laptop activity at home.
- Internet access will be filtered through the school filters regardless of the physical location of the Laptop. Any attempt to bypass filtering is a violation of the Code of Conduct.
- Students will:
 - Be notified when Laptops are ready for pickup by Ciara Troitino. (Technology Fees must be paid before Laptops will be checked out to students.)
 - Use the Laptop appropriately and as directed by school staff.
 - Care for the Laptop assigned to them
 - Bring it to school daily with a full charge in the padded carrying case.
 - Provide their own earbuds/headphones and bring them to school daily.
 - Be responsible for all damage or loss caused by neglect or abuse.

- Keep the outside covers free of marks, artwork, and/or stickers.
 - Keep the serial number and inventory stickers in place.
 - Return the Laptop, power cord, and carrying case in good condition if no longer in need of the device, transferring to another school, no longer attending, or graduating from high school. (You will be charged for replacement of missing components)
 - Follow the policies, procedures, and guidelines outlined in the Technology Responsible Use Policy (3225/4312/7320), the Internet Safety Policy (3226/4205), Student Behavior Policies (4300), The Student-Parent Handbook of Policies & Procedures, and other school rules when using the Laptop on campus or off campus.
- Students won't:
 - Tamper (disassemble, remove, or open the front or back cover exposing the internal components) with the Laptop casing as this will void your warranty on the device and will impact our ability to submit the device for insurance covered repairs.
 - Leave it unsupervised in unsecured locations or loan it to others
 - Use the Laptop or permit another person to use it for any illegal activity.
 - By signing this document, the student and parent/guardian acknowledges that they have no reasonable expectation of privacy to any data or information of any kind contained on or accessed through the Laptop.

Student Name: _____

Student ID# _____

Grade (circle one): 9 10 11 12 13

_____ I will be providing my own Laptop for the 2022-2023 school year. I understand that the device must have up-to-date virus protection and the CCS Technology Department will not be responsible for IT support on this device.

_____ I have **enclosed \$40** for my Technology Fee to cover the 2022-2023 school year.

_____ I have **paid \$40 online** at <https://family.titank12.com> for my Technology Fee to cover the 2022-2023 school year.

_____ I am requesting a **payment plan for the \$40 Technology Fee** due to financial hardship. Additional documentation may be required to verify hardship. I understand that **I must pay at least \$10 up front** and have the balance paid off by _____. After that date, the Principal may determine if there should be a loss of extra privileges at the school level until the balance is paid.

Amount Paid: _____

Date: _____

Amount Paid: _____

Date: _____

Amount Paid: _____

Date: _____

Amount Paid: _____

Date: _____

_____ I am requesting a **waiver of the \$40 Technology Fee** due to financial hardship. Additional documentation is required to verify hardship. **This is due by _____ so waiver committee meetings can be scheduled.**

I understand and agree to the conditions of this program. Furthermore, I understand that all computer use, regardless of physical location, must comply with all Currituck County Schools policies and procedures.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Currituck County School Office USE ONLY

_____ **Waiver Approved**

_____ **Waiver Declined**

Administrator's Signature: _____

Date: _____

Social Workers's Signature: _____

Date: _____

Media Coordinator's Signature: _____

Date: _____