

## 2017-2018 Columbus High School Computer User Agreement and Care Guide

Please read this entire section carefully. This agreement is made effective upon receipt of Device, between Columbus Municipal School District ("CMSD"), the individual receiving a Device ("Student"). The Student, in consideration of being provided with a Device, software, and related materials (the "Device") for use while the Student is enrolled at CMSD, hereby agrees as follows:

### EQUIPMENT

- 1.1 Ownership:** CMSD retains sole right of ownership of the Device and grants permission to the Student to use the Device according to the guidelines set forth in this document and the Acceptable Use Policy. Moreover, CMSD administrative staff retains the right to collect and/or inspect the Device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware.
- 1.2 Substitution of Equipment:** In the event the Device is inoperable, CMSD has a limited number of spare Devices (loaners) for use while the Device is repaired or replaced. This agreement remains in effect for such a substitute. The Student may not opt to keep a broken Device or avoid using the Device due to loss or damage. If the Student forgets to bring his/her operable Device or a power adapter to school, a substitute may not be provided.
- 1.3 Responsibility for Electronic Data:** The Student is solely responsible for any non-CMSD installed resources and for any data stored on the Device. It is the sole responsibility of the Student to backup all data as necessary. CMSD does not accept responsibility for loss of any such data or for the Student's own software/music/photos, etc. The Student may choose a backup method of his/her choice. CMSD recommends that the Student purchase an external hard drive and perform regular (daily or weekly) backups of data.

### CUSTOMIZATIONS

The Student is prohibited from: 1) adding, removing, or altering files outside the user's directory on the assigned Device unless authorized by the Technology Department; 2) From covering, removing, or altering the asset tags that are placed on the Device; 3) installing software unless given express permission by the Technology Department; 4) Students do not have administrator privileges on these devices to install software, games, or applications packages.

### DAMAGE OR LOSS OF EQUIPMENT

- 1.4 Warranty for Equipment Defects:** CMSD has purchased a three-year manufacturer's warranty (AppleCare) covering parts and labor. AppleCare covers only damage to the Device caused by manufacturer's defects. No additional charges for repairs covered by warranty will be incurred. \*Liquid and accidental damages (drink spilled, cracked screen, dropped machine, etc.) are not covered by AppleCare. Accidental damage is covered by an insurance policy.
- 1.5 Responsibility for Damage:** The Student is responsible for maintaining a fully working Device at all times. The Student shall use reasonable care to ensure that the Device is not damaged. Refer to the Device Care Guide for a description of expected care. The Student will be provided with a durable computer sleeve in which to carry and protect the Device. This computer sleeve should be used for transporting the Device at all times to provide necessary protection to the Device. These policies apply regardless of where the damage occurs – either on campus or off campus.
- 1.6 Repair Procedure:** In order to have the Device repaired, the Student must report the issue to a teacher. The teacher will report the issue to the CMSD Technology department. **Under no circumstance may the Student take the Device to a third party repair location, including the Apple Store.** The Device will be assessed, and if further repair is required, a loaner computer may be issued to the Student. The Student's Device will be repaired in-house or sent out for repair. Once the device is repaired it will be returned to the student.
- 1.7 Technical Support and Repair:** CMSD will make technical support, maintenance, and repair available at or through the CMSD Technology Department.
- 1.8 Gross Negligence:** CMSD reserves the right to charge the Student the full cost for repair or replacement when damage occurs due to gross negligence. Examples of gross negligence include but are not limited to: Using the Device in an unsafe manner; Deliberately neglecting the Device; Losing the Device or not returning the Device for fixed asset inventory
- 1.9 Actions Required in the Event a Device is Damaged, Lost or Stolen:** If the Device is damaged, the Student must report the problem immediately to a CHS teacher or administrator. If lost, CMSD requires that the Student complete and sign a statement fully describing the circumstances of the loss. If stolen, CMSD officials will work with the Student to file a police report.

### RESPONSIBILITY FOR PROPERTY

*Please read this entire section carefully.*

You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Device. Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.

Listed below are several steps that you should utilize to maximize the life of your Device. "Device" refers to all hardware and software including but not limited to: MacBook, power adapter, case, etc. By taking proper care of your Device, you will insure that it will be a functional and an important resource for your instruction while attending Columbus High School.

#### **Your Responsibilities**

- Student issued Devices are for use solely by the student that they were issued to. Treat this Device with as much care as you would with your own property.
- Bring the Device to school every day with a fully charged battery. Loaner Devices are not available on a daily basis.
- Do not let anyone use the Device other than yourself and an administrator or teacher.
- Never share passwords.
- Adhere to policies outlined in the Device User Agreement and the Acceptable Use Policy.
- Back up your data at least weekly. You may choose to back up data using an external hard drive, flash drive, or other devices as needed.

#### **General Care**

- **Operate your Device in a safe and stable environment.** Avoid placing it on an uneven or unstable work surface. Avoid placing your Device on the floor where it can be stepped on or kicked. Keep your computer centered on your desk. It should not hang off the edge.
- **Keep food and drink away from your Device.** Spills and crumbs can cause your Device to not work properly. Even if you are careful, someone else may bump into you or your desk causing a spill.
- **Keep your hands clean when using your Device.** Clean hands make it easier to use your trackpad and there will be less risk of leaving dirt and other stains on the computer. If you need to clean the Device, shut down the Device and then use a lint-free cloth.
- **Protect the screen and body of your Device.** Do not place or drop objects on it and do not shove foreign objects into the Device. When you shut your Device, make sure there are no small items, such as a pencil or small earphones, on the keyboard. Close the lid gently, holding in the middle.
- **Use the Device sleeve provided.** Breaks happen when Devices are dropped or bumped. Whenever you are transporting the Device – home, to the