

# MCPS DIPLOMA Device Care

MCPS shall provide computer related technology resources to its students for educational purposes. The goal of providing these resources is to promote educational excellence.

## Lenovo Laptop Care

- Please do not use food or drink near your Lenovo Laptop.
  - Cords, cables, and removable storage devices should be inserted and removed with caution.
  - Do not carry your Lenovo Laptop while the screen is open; unless specifically directed by a teacher.
  - When not in use, your Lenovo Laptop should be closed and put to *sleep* to conserve battery life.
  - Do not write on, draw on, or place stickers or labels anywhere on your Lenovo Laptop computer or case. Removable *clings* are allowed.
  - Do not remove or change the physical structure of the Lenovo Laptop including keys, screen cover, or plastic casing. Doing so will void the warranty and the Student and his/her Parents will be responsible for the full repair or replacement cost.
  - Do not leave your Lenovo Laptop in a car or unsupervised.
- \_\_\_\_\_ (pi) \_\_\_\_\_ (si)

## Lenovo Laptop Case

- Please keep your Lenovo Laptop in its protective sleeve when carried.
  - Do not place any other objects (folders, books) within the protective sleeve.
  - Completely close the lid and wait for it to enter *sleep* mode before moving it and/or putting it into its protective sleeve.
  - Your Lenovo Laptop may be placed in your backpack to be transported as long as it is within its protective sleeve. Take caution to not place heavy objects (books, binders, etc.) on top of your Lenovo Laptop.
  - Do not grab and squeeze the Lenovo Laptop as this can damage the screen and other components.
- \_\_\_\_\_ (pi) \_\_\_\_\_ (si)

## Lenovo Laptop Battery

- It is the Student's responsibility to bring your Lenovo Laptop charged, with the cord provided, to school each day. Failure to do so may result in the Student's inability to participate in classroom learning activities.
  - Do not use the charging cord in a manner that will cause a tripping hazard.
  - Do not let the battery completely drain. Immediately shut down if you are unable to connect to the charger.
  - Close the lid on the Lenovo Laptop when it is not in use in order to save battery life and protect the screen.
- \_\_\_\_\_ (pi) \_\_\_\_\_ (si)

## Lenovo Laptop Screen

- Please protect your screen from damage and excessive pressure.
  - Do not touch your Lenovo Laptop screen with anything (finger, ink pen, marker, etc.) other than approved computer screen cleaners or approved stylus'.
  - A pen or pencil left on the keyboard will crack the screen when the lid is closed.
  - Do not lean on the top of the Lenovo Laptop when the lid is closed. Excessive pressure will crack your screen.
  - Do not poke the screen.
  - Please clean the screen with a soft, dry, anti-static, or microfiber cloth, or with screen cleaner designed specifically for LCD-type screens. Do NOT use cleaning solutions!
- \_\_\_\_\_ (pi) \_\_\_\_\_ (si)

## Lost, Stolen, or Damaged Devices

- In case of theft, vandalism, or criminal acts, an official police report will be filed.
- The Student is responsible for maintaining a 100% working Lenovo Laptop at all times. The Student will use reasonable care to ensure that the Lenovo Laptop is not damaged. In the event of damage, the student must report the damage within 1 school day. In the event of negligent damage, Students and/or Parents will be responsible for the cost of the replacement of the Lenovo Laptop.

\_\_\_\_\_ (pi) \_\_\_\_\_ (si)

MCPS reserves the right to charge the Student and Parent the full cost for repair and/or replacement when damage occurs due to gross negligence as determined by administration. Examples of *gross negligence* include, but are not limited to:

- Leaving the device unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school.
- Lending the device to others, other than the Student's Parent/Guardian.
- Using the device in an unsafe environment.
- Using the device in an unsafe manner.
- Damaging the system's network due to downloading unapproved software according to MCPS Board Policy 4.406.

\_\_\_\_\_ (pi) \_\_\_\_\_ (si)

# **MCPS - Agreement for Device Care, Acceptable Use of Networks, Including the Internet**

**Parent or Guardian:**

As the parent or guardian, I have read the **MCPS Schools Student Acceptable Use of Technology** and I have discussed it with my child. I understand that computer access is provided for educational purposes in keeping with the academic goals of MCPS, and that student use for any other purpose is inappropriate. I recognize it is impossible for MCPS to restrict access to all inappropriate materials, and I shall not hold the school responsible for materials acquired on the school network. **I hereby give permission for my child to use technology resources at MCPS.**

**Parent or Guardian's Name (please print):** \_\_\_\_\_

**Parent or Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student:**

I understand and will obey the rules of the **MCPS Student Acceptable Use of Technology**. I will use MCPS technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action and/or prosecution under state and federal law. I understand that MCPS administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Grade Level:** \_\_\_\_\_