



## Computer Use Agreement For CPCS Students

### Terms of Agreement

The laptop belongs to Crown Point Christian School. Computer content including software, email and internet use will be monitored.

I understand that I must use the computer correctly and responsibly in order to be trusted with the privilege of using it.

### Student Commitment

#### I promise to follow these rules:

1. I am responsible for my laptop **at all times** both during the school day and outside of school.

This means:

- I am the only authorized user of my laptop.
- I will not share my laptop with another student.
- I keep my passwords confidential.

2. I am responsible to **take good care** of my laptop.

This means:

- I will carry my laptop in the case provided by CPCS and keep my identification tag on the case at all times.
- I will carry only my laptop in its specified pouch as keeping other items in the same pouch could severely damage the computer.
- I promise not to eat or drink near the laptop.
- I promise to use my laptop on a flat, stable surface.
- I promise not to pick up the laptop by the screen.
- I promise to avoid touching the screen. If the screen needs cleaning, I promise to spray glass cleaner on a rag and not directly on the computer. I promise not to mark the laptop in any way with markers, stickers etc.
- I promise not to rest pencils, pens, or other items on the keyboard. Accidentally closing the laptop with items on the keyboard will damage the screen.
- I promise not to leave my laptop in a vehicle for an extended period of time because the computer cannot tolerate extremes in temperature.

3. I promise to bring my laptop to school **fully charged** each day. I promise to bring my charger to school every day in case a recharge is necessary.

4. I am responsible for **how I use** the laptop each day:

This means:

- I promise not to damage, change or tamper with the hardware, software, settings or the network.
- I promise not to personalize my screen.
- I promise not to download music on the laptop.
- I promise to print only when my teacher tells me to print.
- I promise to only use my own file or my own folder on the student server.
- I promise never to use any form of electronic communication to harass, frighten, or bully anyone.
- I promise not to view, send or display inappropriate messages or pictures.
- I promise to tell an adult if I read or see something on the computer that is inappropriate.
- I promise to obey copyright laws.
- I promise not to purchase products or services online with my laptop.
- I promise not to access my personal email account, IM or internet sites at school except with the permission of a staff member.
- I promise not to play games on the laptop during school hours except with the teachers' permission.
- I promise to mute the sound at all times unless permission is obtained from the teacher for instructional purposes.

I understand that **violating the above rules** may result in the following consequences:

1. Discussion about the incident with teachers and the administrators.
2. Meeting with my parents to discuss the incident.
3. Losing the privilege of taking the laptop home for a period of time.
4. Suspending the use of the laptop at school and home.
5. Terminating the right to use the laptop.
5. Paying for damage to the computer.

**CPCS reserves the right to charge students for damage to the computer.**

## Acceptable Use Signature Form

### **Student**

I have read and agree to the terms of agreement for the CPCS laptop program.

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

### **Parent**

I have read and agree to the CPCS computer acceptable use agreement and have discussed it with my child:

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_