

**VANLUE HIGH SCHOOL**  
**DEPARTMENT OF TECHNOLOGY**  
**301 S. EAST ST., VANLUE, OH 45890**  
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**VLSD 1:1 – Vanlue Local School District One-to-One Computing (Grades 6-12)**

The VLSD 1:1 initiative is designed to create an environment where students learn in more meaningful ways and in a deeper context with access to global information. VLSD 1:1 affords students the access they need to important digital resources, which will better prepare students for their future. This initiative will also provide the tools necessary for our students to take advantage of uninterrupted learning through our online learning environment.

All Vanlue Junior High and High School students (6th through 12th Grade), will be issued a district-owned laptop for use at school and home. Devices will be distributed just like textbooks. The laptop remains the property of Vanlue School, and the students borrow it for the year. Parents will sign for the equipment and it may only be used for educational purposes.

Listed below are the responsibilities of the three parties involved: The district and its employees, students, and parents.

**District Responsibilities**

- Provide the students with a laptop to use during the academic year. Students will return the laptop at the end of the school year and be reissued the same laptop the following fall.
- Provide students wireless digital access to academic content and resources at school.
- Encourage students to use electronic resources to promote educational excellence through resource sharing, innovation, communication and electronic tools.
- Provide an option for a parent to “opt out” of the laptop program, if they wish to personally provide their child(ren) with a laptop that is fully insured.

**Student Responsibilities**

Your provided laptop is an important learning tool to be used for educational purposes only. In order to use the device each day, you must be willing to accept the following responsibilities:

- When using my laptop at home, school, or anywhere else, I will follow the policies of Vanlue Local School and abide by all local, state and federal laws.
- I will treat my device with care by not dropping it, not letting it get wet, not leaving it outdoors, and not using it with food or drink nearby.
- I am responsible for providing a separate protective case that I will always use to transport the laptop safely.
- I will be responsible for paying one \$30 insurance premium for every year that I am enrolled in the 1-to-1 program.
- I will be responsible for any damage or loss and pay a \$25 administrative cost in order for a replacement to be provided for the first occurrence. The replacement may take up to five weeks to be provided. The second occurrence for any damage or loss will result in a \$50 replacement cost. Any additional occurrences for any damage or loss will result in a \$100 charge per incident.
- I will recharge the devices battery each night.
- I will bring my device to school every day.
- I will not place decorations (stickers, markers, etc.) on my device.
- I understand that my device is property of the Vanlue School District. All accounts, programs, and files are subject to inspection at any time without notice.

- I will not lend my device to anyone.
- I will keep all passwords assigned to me secure.
- I will only load legal software programs on my laptop that will be used to enhance my education or software that my teacher has approved.
- I agree that e-mail or any other computer communication should be used only for appropriate, legitimate, and responsible communication.
- I agree not to share personal information about myself (full name, address, etc.) or about my family, friends or anyone else.
- I agree not to search for, download, display, post, or distribute vulgar, offensive material or images described in applicable district policies (Acceptable Use, BYOD, and Student Handbook).
- I will talk with my parent/guardian about their ground rules for going online when not at school.
- I agree to abide by all school rules that will identify device procedures when I am not in an academic class (assemblies, cafeteria, etc.).
- I will return the device when requested and upon my withdrawal or graduation from Vanlue School.
- I agree to lock my locker when storing my laptop in it. Locks are available in the guidance office.
- I agree to follow all of the rules in the student handbook when using my laptop.

**Parent/Guardian Responsibilities**

The student named below is being issued a laptop to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer. In order for the student named below to take the device home each day, the parent/guardian must be willing to accept the following responsibilities:

- I will review materials provided by the school to ensure that I understand the school’s responsibility, the students’ responsibility, and my responsibility. We will discuss at home acceptable and unacceptable uses of the device according to district policies.
- I understand that the school district has made all reasonable attempts to provide a safe computing environment for students within the district’s network. I also understand that the district cannot control student access to Internet content when students are not within the district’s network. Students using their district assigned device are responsible and accountable for appropriate use of the Internet regardless of where they are, or when Internet access occurs.
- I will supervise the use of the device at home; making sure that it is used and stored appropriately.
- My child and I will be responsible for paying one \$30 insurance premium for every year that my child is enrolled in the 1-to-1 program at Vanlue School.
- My child and I will be responsible for any damage or loss and pay a \$25 administrative cost in order for a replacement to be provided. The replacement may take up to five weeks to be provided. The second occurrence for any damage or loss will result in a \$50 administrative cost. Any additional occurrences for any damage or loss will result in a \$100 charge per incident.
- I will monitor that the battery is being recharged each night.
- I agree to make sure the device when requested upon is returned to Vanlue School.
- If I wish to opt out of the program, I am responsible for filling out the “opt out” form before the first week of the school-year is complete.

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Student’s Printed Name

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Parent’s Printed Name

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Student’s Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent’s Signature

\_\_\_\_\_

Date