

# Albemarle County Public Schools Student Laptop Agreement Form

Albemarle County Public Schools is excited to provide your child with a laptop computer, and we believe it is an essential of part of his or her education. This laptop provides your child access to a wide range of learning tools and systems that will support their access to the curriculum and provide them different options for sharing their learning. Students will begin using their laptops early in the school year. Before your student can bring home a school-assigned laptop, we need you to read, sign and return this Laptop Agreement form.

## STUDENT ASSIGNED LAPTOPS BY ALBEMARLE COUNTY PUBLIC SCHOOLS AGREE TO:

1. Abide by the requirements of the Acceptable/Responsible Use Policy.
2. Follow the expectations described in a school provided curriculum covering:
  - a. Laptop care, and
  - b. Digital citizenship.
3. Accept financial responsibility and possible disciplinary action for losing, destroying, or otherwise failing to return the laptop at the time and location designated by the school administration and all accessories in its original condition at the end of the laptop assignment. Any laptop not returned using procedures designated by the school administration will be considered lost or stolen and will be processed as such. All repairs and parts replacements, including laptop charger, must be made through Albemarle County Public Schools.
4. This laptop agreement ends on the last day of the current school year or the last day that the student is enrolled in Albemarle County Public Schools, whichever comes sooner.

## INTENTIONAL OR NEGLIGENT DAMAGE OR LOSS

The full cost of replacement will be applied for intentional damage that cannot be repaired, and for lost or stolen computers. The parent/legal guardian will be held responsible for paying the full replacement cost up to \$600.00. Replacement laptop chargers cost up to \$40.00 and must be purchased through the school.

## STUDENT AND PARENT/LEGAL GUARDIAN SIGNATURES

### I. TO BE COMPLETED BY THE STUDENT:

I have read the Albemarle County Public Schools Student Laptop Agreement Form, and understand and agree to abide by its requirements in all respects. I have read the Acceptable/Responsible Use Policy, and understand and agree to abide by its requirements in all respects. Should I violate any aspect of either agreement, I shall accept and be subject to all ramifications, including but not limited to access and other privileges and other disciplinary actions.

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Student Name

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Student Signature

Date

### II. TO BE COMPLETED BY PARENT/LEGAL GUARDIAN

I request that my child be issued the equipment described below (laptop) for use outside of the classroom and school. I understand and agree that if the laptop is lost, stolen, confiscated by law enforcement, or damaged beyond repair intentionally or due to negligence, I will be held responsible for paying the full replacement cost up to \$600.00 for its replacement as provided by the School Board ECAB.

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NOTE: Your signature on this acknowledgement is binding and establishes that you understand the terms and conditions of this agreement and the Acceptable/Responsible use Policy and their significance. Albemarle County Public School Board Policies IIBE, Acceptable/Responsible use of Technology; JFC, Student Conduct; and, ECAB, Vandalism, may be obtained at <http://esb.k12albemarle.org>

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Parent/Legal Guardian Name

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Parent/Legal Guardian Signature

Date

**III. TO BE COMPLETED BY ACPS STAFF**

Laptop Asset Tag Number: \_\_\_\_\_