



*Building Bridges for today's students to cross into tomorrow's world with equity, innovation and optimism*

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**James J. Montesano, Ed.D.**  
Superintendent of Schools

August 2019

Dear Parents and Guardians,

**Re: Laptops for All 9<sup>th</sup> Grade Students for 2019-2020 School Year**

We are pleased to be launching a one-to-one initiative again this school year to enhance student learning by providing each incoming Freshman student with 24/7 access to a mobile learning device to be used for educational purposes. **Each 9<sup>th</sup> grade student will be receiving a Dell Latitude 3390 laptop along with a protective case on August 28, 2019 during Freshman Orientation.**

This one-to-one initiative is designed to provide students with access to a wide array of resources to support their learning in the District.

The laptops are being loaned to the students until they graduate or leave the District for any reason, whichever comes earlier. The District has purchased insurance for each student's device to cover damage to or theft of the laptop during the term of the laptop loan.

Please be aware that any damage, theft or loss of or to the laptop must be reported to the District immediately. The student/parent/guardian will be responsible for the full cost or repair or replacement, unless (a) a valid substantiated claim for such damage, theft or loss is timely filed with the school and the school's insurance policy and (b) such damage, theft or loss is approved for coverage under said policy.

The full replacement cost of the laptop will be charged to the student and his or her parent/guardian if the laptop is not returned within 30 days after the date on which the student graduates or leaves the District, whichever comes earlier.

**Kindly review, sign, and have your child bring the attached consent form to Freshman Orientation on August 28<sup>th</sup>, 2019 in order to receive their laptop.** We will be discussing the rules and responsibilities with the students during the Freshman Orientation. In addition, we ask that you and your child discuss the responsibilities of having a device.

Thank you for your cooperation.

James J. Montesano, Ed.D.  
Superintendent of Schools

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## **Nyack Public Schools**

### **Laptop Loan Usage Agreement**

This Laptop Loan Usage Agreement, which sets forth the guidelines and expectations for student use and possession of District owned laptops, shall be signed by a parent/guardian and student and will be kept on file in the office of the Technology Department. A copy will be given to the parent/guardian upon request.

Each student will receive one (1) laptop, a charging cable and a case. Students are responsible for the safety and upkeep of all equipment.

The laptops are being loaned to the students until they graduate or leave the District for any reason, whichever comes earlier. The District has purchased insurance for each student's device to cover damage to or theft of the laptop during the term of the laptop loan.

Any damage, theft or loss of or to the laptop must be reported to the District immediately. The student/parent/guardian will be responsible for the full cost of repair or replacement, unless (a) a valid substantiated claim for such damage, theft or loss is timely filed under the school's insurance policy and (b) such damage theft or loss is approved for coverage under said policy.

Throughout a student's possession of the laptop, it is the sole property of Nyack Public Schools. The laptop must be returned upon graduation or leaving the district for any reason, whichever comes earlier, in the condition in which it was given, reasonable wear and tear excepted. The full replacement cost of the laptop will be charged to the student and his or her parent/guardian if the laptop is not returned within 30 days after the date on which the student graduates or leaves the district, whichever comes earlier.

### **Student Expectations**

1. Student use of laptops is subject to the rules and regulations outlined the District's Acceptable Use Policy (AUP) for technology. Use of laptops for any purpose other than educational use may violate the AUP and may result in the loss of laptop privileges and/or disciplinary action. Specifically, the following uses are prohibited:

- a. Accessing pornographic or obscene content;
- b. Downloading, uploading, sending, or importing inappropriate content;
- c. Illegal use or transfer of copyrighted materials to a school owned computer;
- d. Sharing of any passwords for any reason, other than with a teacher or staff member;
- e. Students may not remove any filters, parental controls or monitoring applications installed on the laptop;
- f. All software or peripherals installed or provided for use with the equipment shall be used only in conjunction with the use of equipment as authorized in this contract, and the student/parent/guardian agree that they will not uninstall, copy or transfer such software or peripherals or use them for any other purpose.

2. Laptops are to be used solely for school-related work. Students may not add, modify, or delete files, applications, filters or system preferences on school equipment unless directed to do so by a District teacher or staff member. It is the responsibility of each student to ensure that any student-loaded files and applications do not consume device memory needed for instructional or educational requirements.
3. Never leave a laptop unattended. Unattended laptops, if found in school, will be collected and stored in the Technology Department office in the District office.
4. When not in your personal possession, the laptop should be in a secure, locked environment.
5. Never expose a laptop to long-term temperature extremes or direct sunlight. An automobile is not a good place to store a laptop.
6. Students shall refrain from drinking or eating around their laptop or using liquids in close proximity to the laptop. In the event the laptop needs to be cleaned, a soft, slightly water-dampened, lint-free cloth may be used. Students shall refrain from getting moisture on the laptop, particularly keyboard, battery and ports. Under no circumstance shall window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives be used to clean the laptop. Use of unapproved cleaners may damage the laptop.
7. Avoid using any sharp object(s) on or near the laptop.
8. Leave the laptop in protective case at all times when not in use.
9. Avoid placing weight on the laptop.
10. Never throw or slide the laptop.
11. Be aware your laptop comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
12. Each laptop has the ability to be remotely located and the application indicating the location of the laptop shall be turned on at all times. Modifying, disabling or attempting to disable the locator is a violation of the District's Acceptable Use Policy and will result in immediate revocation of the student's laptop use.
13. Please be aware that each laptop has a unique identification number and at no time are the numbers or labels be modified or removed.
14. Do not lend your laptop to another person. Each laptop is assigned to an individual and the responsibility for the care of the laptop solely rests with that individual. Do not carry a laptop that belongs to another student.
15. You are responsible for your laptop. Please understand that the laptop is an electronic device and care must be exercised when handling the laptop. Laptops must be carried responsibly in the closed position. Never throw a book bag that contains a laptop. Never place a laptop in a book bag that contains food, liquids, heavy, or sharp objects.
16. Have the laptop charged and ready for use at the start of each school day. Laptops should be charged at home.
17. The laptop must be situated securely on the working surface at all times.
18. Students must follow all directions given by the teacher regarding laptop use in class.
19. The District reserves the right to check the laptops at any time for inappropriate use. The laptops remain the property of the district, which has the right to confiscate and search any laptop at any time.

