

St. Michael the Archangel Catholic High School
Student Laptop Agreement 2019 - 2020 School Year

Allowing students to bring laptop computers for instruction to St. Michael the Archangel is an exciting venture. Certain guidelines are necessary to protect the laptop and the school network and ensure that this technology serves as an effective instructional tool.

Students and their parents/guardians must agree to the following:

- The student agrees to handle the computer carefully and protect it from potential sources of damage. **The student must carry the laptop in an approved SMA bag to protect the computer. It is recommended that it not be placed inside a backpack, gym bag or other carrying device, doing so could result in serious damage to the computer.** This is the number one cause of non-warranty damages and could result in irreparable damage.
- The student agrees to follow all SMA regulations and policies governing the use of the computer (see acceptable use agreement) as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
- The student agrees to take care to keep the computer secure and safe. The student will assume the risk of loss by theft, destruction, or damage. If the laptop is stolen or vandalized, SMA is not liable. Students must take care of their computer and they are advised not to leave their laptop unattended.
- The student understands that he or she is responsible for his or her own computer. The student is responsible for obtaining a replacement computer in case of loss or theft. The student is responsible for obtaining service on their computer in case of malfunction or damage.
- The student agrees that upon request, the administration may search the computer at any time.
- The parent/guardian may want to purchase Apple Care (extended warranty) which will provide support for the unit, but it is not required. It is left to the discretion of the family.
- The student understands that he or she is responsible for his or her own data. Each student will receive a Google account which allows unlimited cloud storage using Google Drive. The St. Michael the Archangel Technology Department recommends saving all documents and files to Google Drive. SMA is not liable for lost data or time spent on retrieving data.

Appropriate Laptop Use – Tampering and Abuse Defined:

- Tampering or attempting to create accounts on your laptop or modifying the operating system or other school-provided applications for any reason is considered abuse of school policy.

- Attempts to access/install blocked apps or features-- including (but not limited to) Console, Screen Share, Terminal, Admin networks and passwords, locked System Preferences, and Firmware Boot Mode-- will result in immediate laptop confiscation.
- Attempts to circumvent JAMF or Lightspeed blocks, the use of proxies or other means to circumvent content filtering, or online searches to find related information, will result in immediate laptop confiscation.
- Unauthorized use of or attempts to access any student or teacher laptop other than the student's own will result in disciplinary action.

Chargers are easily mixed up at school. We recommend using masking tape or marker to put your name on your charger. Each student is responsible for his or her own charger.

Consequences of Tampering or Abuse:

- 1st Offense
 - Detention
 - Loss of laptop for forty-eight hours
- 2nd Offense
 - Detention
 - Loss of laptop for one week
 - Meeting with Dean of Students
 - Possible record of misconduct
- 3rd Offense
 - Detention
 - Loss of laptop privileges (length of time will be set by Dean of Students).
 - Meeting with Dean of Students
 - Possible record of misconduct
 - Possible prosecution for criminal activity

Laptop collection process:

All students new to SMA will be asked to bring their device to St. Michael the Archangel Catholic High School prior to the first day of school to ensure all proper instructional tools have been installed on their device. Students will not receive their class schedule until the Technology Department has had the opportunity to properly inspect and install necessary software.