



Wall School 51-5 Mission Statement

The Mission of the Wall School District 51-5 is to empower all students to fully develop their potential to succeed in an ever-changing world.

Wall School District 51-5
PO Box 414
Wall, SD 57790

<http://www.wall.k12.sd.us/>

Focus of the Laptop Initiative

Wall School District Laptop Program

The focus of the Learning With Laptops Program at Wall is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Laptops integrates technology into the curriculum anytime, anyplace.

Table Contents

	Page #
1. TABLET SPECIFICATIONS.....	4
2. RECEIVING YOUR TABLET.....	4
3. TAKING CARE OF YOUR TABLET.....	5
3.1 General Precautions.....	5
3.2 Carrying Tablets.....	5
3.3 Screen Care.....	5
4. USING YOUR TABLET AT SCHOOL.....	5
4.1 Tablets Left at Home.....	6
4.2 Tablet Undergoing Repair.....	6
4.3 Charging Your Tablet's Battery.....	6
4.4 Screensavers.....	6
4.5 Sound.....	6
4.6 Printing.....	6
5. MANAGING YOUR FILES & SAVING YOUR WORK.....	6
5.1 Saving to the My Documents Directory.....	6
5.2 Saving data to Removable storage device.....	7
5.3 School Uniform Homework Submission Policy.....	7
6. SOFTWARE ON TABLETS.....	7
6.1 Originally Installed Software.....	7
6.2 Virus Protection.....	7
6.3 Image Updates.....	7
6.4 Inspection.....	7
6.5 Software upgrades.....	7
7. ACCEPTABLE USE.....	7
7.1 General Guidelines.....	7
7.2 Privacy and Safety.....	8
7.3 Legal Propriety.....	8
7.4 E-mail.....	9
7.5 Consequences.....	9
8. PROTECTING & STORING YOUR TABLET COMPUTER.....	9
8.1 Tablet Identification.....	9
8.2 Password Protection.....	9
8.3 Storing Your Tablet.....	9
8.4 Tablets Left in Unsupervised Areas.....	9
9. REPAIRING OR REPLACING YOUR TABLET COMPUTER....	9
9.1 Fujitsu Warranty.....	9
9.2 Accidental Damage Protection.....	9
9.3 School District Protection.....	10
9.4 Claims.....	10
10. TABLET FAQ'S	10-12
Tablet Computer Protection Plan.....	14
Student Pledge For Tablet Usage.....	15

The Wall School District (WSD) reserves the right to review a student's total performance in their academic career, at any time, which includes, but is not limited to: attendance, academic performance, and any disciplinary incidents. If the principal and/or the school district determine that school equipment is threatened, in any way, the district reserves the right to remove any and all privileges that are associated with the WSD Tablet program. All incidents will be handled on a case-by-case basis.

1. Fujitsu Lifebook P728 Tablet PC Specifications (HS)

Operating System: Microsoft Windows 10 Education, Microsoft Office Professional 2016 Edition,

Processor: Intel i5

Memory: 8GB

Hard Drive: 128GB SSD hard drive

Memory Card Reader: 7-in-1 media card reader

Optical Drive: None in student tablets

Screen: 14.0" WXGA TFT (1280x768) with Rotating Hinge for Tablet Functionality

Network Adapter: Integrated WLAN, Integrated Intel 10/100/1000 Ethernet Adapter, I

Extended Services Plan Including Limited Warranty: 4 year parts, labor, Authorized Service Provider (ASP) service, 4 year limited technical support

Accidental Damage Protection: Four (4) years accidental damage protection

Protective Case: Amazon Basics backpack

2. Fujitsu Lifebook U729X Tablet PC Specifications (MS)

Operating System: Microsoft Windows 10 Education, Microsoft Office Professional 2016 Edition,

Processor: Intel i5

Memory: 4GB

Hard Drive: 128GB Serial ATA hard drive

Memory Card Reader: 7-in-1 media card reader

Optical Drive: None in student tablets

Screen: 14.0" WXGA TFT (1280x768) with Rotating Hinge for Tablet Functionality

Network Adapter: Integrated WLAN, Integrated Intel 10/100/1000 Ethernet Adapter, I

Extended Services Plan Including Limited Warranty: 3 year parts, labor, Authorized Service Provider (ASP) service, 3 year limited technical support

Accidental Damage Protection: Three (3) years accidental damage protection

Protective Case: Amazon Basics backpack

2. Receiving Your Tablet

Tablets will be distributed each fall on the first day of school. **Parents & students must sign and return the Tablet Computer Protection Plan and Student Pledge documents, WSD Acceptable Use Policy before the tablet can be issued to their child.** The Tablet Computer Protection plan outlines three options for families to protect the tablet investment for the school district. Please review the Tablet Computer Protection plan included in this handbook. Tablets will be collected at the end of each

school year for maintenance, cleaning and software installations. Students will retain their original tablet each year while enrolled at WSD.

3. Taking Care of Your Tablet

Students are responsible for the general care of the tablet they have been issued by the school. Tablets that are broken or fail to work properly must be taken to the Help Desk located in the Room 121.

3.1 General Precautions

- 3.1.1. No food or drink is allowed next to your tablet while it is in use.
- 3.1.2. Cords, cables, and removable storage devices must be inserted carefully into the tablet.
- 3.1.3. Students should never carry their tablets while the screen is open, unless directed to do so by a teacher.
- 3.1.4. Tablets should be shut down before moving them to conserve battery life.
- 3.1.5. Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of the WSD.
- 3.1.6. Tablets must never be left in a car or any unsupervised area (such as unattended in the hallway).
- 3.1.7. Students are responsible for keeping their tablet's battery charged for school each day.

3.2 Carrying Tablets

The protective cases provided with tablets have sufficient padding to protect the tablet from normal treatment and provide a suitable means for carrying the computer within the school.

The guidelines below should be followed:

- 3.2.1. Tablets should always be within the protective case when carried.
- 3.2.2. Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the tablet screen.
- 3.2.3. The tablet must be turned off before placing it in the carrying case.

3.3 Screen Care

The tablet screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- 3.3.1. Do not lean on the top of the tablet when it is closed.
- 3.3.2. Do not place anything near the tablet that could put pressure on the screen.
- 3.3.3. Do not place anything in the carrying case that will press against the cover.
- 3.3.4. Do not poke the screen.
- 3.3.5. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- 3.3.6. Clean the screen with a soft, dry cloth or anti-static cloth.

4. Using Your Tablet at School

Tablets are intended for use at school each day. In addition to teacher expectations for tablet use, school messages, announcements, calendars and schedules will be accessed

using the tablet computer. Students must be responsible to bring their tablet to all classes, unless specifically advised not to do so by their teacher.

4.1 Tablets Left at Home

If students leave their tablet at home, they must immediately phone parents to bring them to school.

4.2 Tablet Undergoing Repair

Loaner tablets may be issued to students when they leave their tablets for repair at the Help Desk. Loaner tablets are not to be taken home.

4.3 Charging Your Tablet's Battery

Tablets must be brought to school each day in a fully charged condition. Students need to charge their tablets each evening. In cases where use of the tablet has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class. In case of battery failure students may borrow a battery at the Help Desk located in Room 122. A limited supply of batteries will be available.

4.4 Screensavers

4.4.1. Inappropriate media may not be used as a screensaver.

4.4.2. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

4.4.3. Passwords on screensavers are not to be used.

4.4.4. Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

4.5 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

4.6 Printing

Students may use the shared LaserJet printers located throughout the school. When in class teachers' permission is required for printing. Students who want to print on a home printer must ask the Help Desk to add their printer software to the tablet computer. It is the student's responsibility to bring necessary software and printer to school to have the help desk load the tablet for home printing.

5. Managing Your Files and Saving Your Work

5.1 Saving to My Document

The tablets will be set up with **My Documents** in which students should save their work. **My Documents** will automatically save a copy of all student documents saved to **My Documents** to the high school server while they are on the high school network. When a student adds a document to the **My Documents** folder while working at home or away from school, that document will be copied automatically to the school server when the student logs onto the network at school. Additional folders in **My Documents** may be created or added by the student. All student work should be stored in one of the **My Documents** folders. Only files stored in **My Documents** will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved

to the high school server. Video and music files will not be saved in ***My Documents***. These files must be saved to a designated folder on the hard drive of the computers. Saving music and videos to ***My Documents*** will result in the computer failing to automatically save to the server and may require assistance from the Tech Office.

5.2 Saving data to Removable storage devices

- Students should also backup all of their work at least once each week using removable file storage. Removable memory cards may be purchased at a local retailer. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

5.3 Area Reserved for uniform submitting assignments ETC

6. Software on Your Tablet

6.1 Originally Installed Software

The image originally installed by WSD must remain on the tablet in usable condition and be easily accessible at all times. Through group policy access will be granted by class needs. Not all software on tablets will be accessible to students.

6.2 Virus Protection

The tablet has anti-virus protection software. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server and e-mail server are also installed with virus protection software and hardware.

6.3 Image Updates

Technology Director as needed may recall all tablets for an image update. Students may be without tablets for duration of time during imaging updates.

6.4 Inspection

Students may be selected at random to provide their tablet for inspection.

6.5 Software upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed to bring their tablets to the Tech Office in Room 123 to upgrade their software from the school's network periodically.

7. Acceptable Use

7.1 General Guidelines

7.1.1. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the WSD.

7.1.2. Students are responsible for their ethical and educational use of the technology resources of the WSD.

7.1.3. Access to the WSD technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the WSD Acceptable Use Policy.

7.1.4. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

7.1.5. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the WSD Grades 6-12 Student Handbook.

7.2 Privacy and Safety

7.2.1. Do not go into chat rooms or send chain letters without permission.

7.2.2. Do not open, use, or change computer files that do not belong to you.

7.2.3. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.

7.2.4. Remember that storage is not guaranteed to be private or confidential.

7.2.5. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or a principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

7.3 Legal Propriety

7.3.1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

7.3.2. Plagiarism is illegal and a violation of the WSD Grades 6-12 Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

7.3.3. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences listed in the WSD Grades 6-12 Student Handbook. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

7.4 E-mail

7.4.1. Always use appropriate language.

7.4.2. Do not transmit language or material that is profane, obscene, abusive, or offensive to others. Do not use language that is meant to intimidate others (Bullying).

7.4.3. Do not send mass e-mails, chain letters or spam.

7.4.4. Students should maintain high integrity with regard to email content.

7.4.5. No private chatting during class.

7.4.6. WSD e-mail is subject to inspection by the school.

7.5 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Tablet Handbook or WSD Acceptable Use Policy will result in disciplinary action as outlined in the WSD Grades 6-12 Student Handbook. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of

computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

8. Protecting and Storing Your Tablet Computer

8.1 Tablet Identification

Student tablets will be labeled in the manner specified by the school. Tablets can be identified by the serial number.

8.2 Password Protection

Students are expected to use and keep their log-on password confidential to protect information stored on their tablets.

8.3 Storing Your Tablet

When students are not monitoring tablets, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the tablet, when stored in the locker. Students are encouraged to take their tablets home every day after school, regardless of whether or not they are needed. Tablets should not be stored in a student's vehicle at school or at home. Tablets must be stored in a controlled environment between 45 and 80 degrees. (Monitors will crack if temperatures are extreme). If tablets come into contact with extreme weather allow tablets to warm to room temperature before turning on.

9. Repairing or Replacing Your Tablet Computer

9.1 Computer Warranty

This coverage is purchased by the WSD to cover normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the tablet or tablet replacement. This limited warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all tablet problems to the Tech Office located in the Room 123.

9.2 Accidental Damage Protection

The WSD has purchased coverage to protect the tablets against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. The tablet damage will be assessed and repair or replacement of the machine will be at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. WSD technicians will service repairs and replacements for defective parts and acts of accidental damage. Please report all tablet problems to the Tech Office.

9.3 School District Protection

School District Protection is available for students and parents to cover tablet replacement in the event of theft, loss, or accidental damage by fire. The protection cost is \$25.00 annually for each tablet with a maximum cost of \$50.00 per family and may include a \$100.00 additional service charge for each claim if damage is beyond normal wear and tear. If student is qualified for Free or Reduced Lunch Program the \$25.00 is

waived if selecting School District Protection but the students may still be liable for the \$100.00 service charge for damage per claim. Students or parents may wish to carry their own personal insurance to protect the tablet in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the tablet computer.

9.4 Claims

All insurance claims must be reported to the Help Desk located in the Room 122. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a tablet can be repaired or replaced with School District Protection. Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the WSD Grades 6-12 Student Handbook. The District will work with the Pennington County Sheriff's Office and police departments in the area to be aware of this District-owned equipment.

10. Tablet FAQ's

10.1. **Can I use the Fujitsu tablet and software throughout my career at WSD?**

Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at WSD. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

10.2. **What if I already have another model or brand of tablet computer?**

You will be required to use the school district issued tablet for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The WSD is also limited to provide maintenance service or assistance for only the Gateway M285 tablet. *For these reasons, other tablet computers will not be used on the Wall School District network at school.*

10.3. **Can I have my tablet computer this summer?**

On a case by case basis in connection with enrollment in a summer educational course and must be returned by a designated date for reimaging. All other tablets will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their tablets again at their orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and WSD's policy regarding the ethical use of computers.

10.4. **What about insurance against theft or breakage through carelessness?**

Your tablet computer is very portable and very valuable, making it an attractive target for thieves. Therefore, the WSD tablet protection is recommended. The protection covers the

tablet for a \$25.00 payment. You may be responsible for paying an additional charge of \$100.00 for each theft or loss claim.

The best insurance is to take care of your tablet. Do not leave your tablet in the building, classroom, or car unattended. Always know where your tablet is! Above all, take your computer home each night.

10.5. Does WSD provide maintenance on my Fujitsu tablet computer?

Yes. The Help Desk staff will coordinate maintenance for students. Students enrolled at WSD will be covered by a maintenance agreement for items described in the manufacturer's warranty agreement and Accidental Protection Plan. Please consult the warranty agreement so that you understand what is and what is not covered. With the use of the tablet computers, we are attempting to become "paperless." Printing should be reserved for special projects and approved by a teacher.

10.6. What will I do without a computer in my classes if my tablet unit is being repaired or while I am replacing it if it is lost or stolen?

WSD stocks a limited number of tablet computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit at the Tech Office in Room 123, the same area where you will go for service on your tablet computer. *If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss. Loaners will not be taken home. It is your responsibility to return the loaner to the Tech Office at the end of the day.*

10.7. If I purchase software in addition to the available software provided through WSD, will the Technical Help Desk staff load it for me?

No, unless it is licensed software to load a home printer.

10.8. Do I need a printer?

You need not own one since printers are located at school. If you want to connect to a printer at home with the school tablet, you will need to visit the Help Desk and ask to have your printer software installed. With use of the tablets, we are attempting to become "paperless." Printing should be reserved for special projects approved by a teacher.

10.9. Will I need to buy a modem?

No. A modem is built into the Fujitsu Tablet.

10.10. How do I connect to the Internet at home?

You may connect to the Internet using a cable Ethernet connection or wireless Ethernet and dial up connection. If you currently have a service provider, you simply need to plug the Ethernet cable into the Ethernet port on the tablet computer. If you maintain a wireless home network, you must set the tablet to connect to your wireless connection. Please take your tablet to the Tech Office if you want your tablet configured for your home dial-up Internet access.

10.11. Will there be facilities to back up the files I create on my tablet?

Yes. When you save your documents to the **My Documents** folder, your files are automatically saved to the school storage server. You are also encouraged to save your

documents to a removable memory card that can be inserted into the 6-in-1 memory card reader on the tablet.

10.12. What if I want to add options to my tablet later?

Only the WSD is authorized to add options and upgrades to your tablet computer.

10.13. What if I want to run another operating system on my tablet?

Only the operating system chosen by the WSD will be authorized to run on a student-issued tablet.

10.14. Will I be given a new battery if mine goes bad?

The tablet battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance. If you need to borrow a battery for class, you may check a battery out at the Help Desk. The battery must be returned before the end of the school day.

10.15. What has the school done to help prevent students from going to inappropriate sites?

We have a software product which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal's Office. This filter program is designed to block on and off campus usage.

10.16. Are Student Tablets subject to school "snooping"; what if they bring their tablet in for repairs and "objectionable data" is detected?

Inappropriate material on tablets must be reported to the classroom teacher, principal, or the Tech Office immediately upon identification. Students who have "objectionable data" on their tablet but have failed or chosen not to report it, will be referred to the Principal's Office.

10.17. If the accessories to my tablet are lost or stolen, how much will it cost to replace them? In the event that tablet accessories are stolen, you should report the lost items to the Tech Office or Principals' office. The cost to replace specific accessories is listed below: a) AC adapter & power cord: \$29.00 b) Battery: \$129.00 c) Tablet Case: \$14.00 d) Stylus \$79.00

Tablet Computer Protection Plan

The Wall School District recognizes that with the implementation of the tablet initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

Fujitsu WARRANTY: This coverage is purchased by the Wall School District as part of the purchase price of the equipment. Fujitsu warrants the tablets from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the tablet or tablet replacement. The Fujitsu warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

ACCIDENTAL DAMAGE PROTECTION: The Wall School District has purchased through Fujitsu coverage to protect the tablets against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. Fujitsu will assess the tablet damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines.

INSURANCE FOR THEFT, LOSS OR FIRE: The Fujitsu Warranty does not cover Tablets that are stolen, lost or damaged by fire or the Accidental Damage Protection outlined above. Following are the three options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box.

No Insurance ___ You agree to pay for the replacement of the tablet at a cost not to exceed \$1,300.00 should the tablet be stolen, lost or damaged by fire.

Personal Insurance ___ You will cover the tablet under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the tablet replacement not to exceed \$1,300.00.

School District Protection ___ You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire in the amount of \$25.00 or \$50.00 for family coverage when there are two or more children in high school using tablet computers. The \$25.00 payment is non-refundable. This protection coverage has a \$100.00 additional service charge per occurrence if damage is beyond normal wear and tear. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. If student is qualified for Free or Reduced Lunch the \$25.00 is waived if selecting the School District Protection.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. The \$100.00 additional service charge is the responsibility of the student/parent and must be paid before the tablet can be repaired or replaced.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to tablets. Warranty, Accidental Damage Protection, or School District Tablet Protection **DOES NOT** cover intentional damage of the tablets.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Student Pledge for Tablet Use

(Please put your initials on the line after each statement once you have read it.
Your initials on the line signify you are in agreement).

1. I will take good care of my tablet and know that I will be issued the same tablet each year. _____
2. I will never leave the tablet unattended or in an unlocked school locker. _____
3. I will never loan out my tablet to other individuals. _____
4. I will know where my tablet is at all times. _____
5. I will charge my tablet's battery daily. _____
6. I will keep food and beverages away from my tablet since they may cause damage to the computer. _____
7. I will not disassemble any part of my tablet or attempt any repairs. _____
8. I will protect my tablet by only carrying it while in the bag provided or an approved case. _____
9. I will use my tablet computer in ways that are appropriate and educational. _____
10. I will not place decorations (such as stickers, markers, etc.) on the tablet. _____
11. I understand that my tablet is subject to inspection at any time without notice and remains the property of the Wall School District. _____
12. I will follow the policies outlined in the *Tablet Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day. _____
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance. _____
14. I will be responsible for all damage or loss caused by neglect or abuse. _____
15. I agree to pay for the replacement of my power cords, battery, or tablet case in the event any of these items are lost or stolen. _____
16. I agree to return the tablet and power cords in good working condition determined by the technology director. _____

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____