



Public Schools of CLK  
**Student & Parent/Guardian Laptop Guide**  
iCLK Learning Initiative

Each CLK student in grades 9-12 is being provided with a Lenovo 300e Laptop package at no cost. This package includes a laptop, protective sleeve, charging cord and appropriate, pre-installed educational applications.

### **Student Use of the Laptop**

1. The laptop is the property of the Public Schools of Calumet-Laurium-Keweenaw and as a result may be seized and inspected at any time. The student should have NO expectations of privacy of materials found on a laptop or a school supplied or supported email service.
2. The Public Schools of Calumet-Laurium-Keweenaw laptop is the only approved personal computer allowed. All other computers and wireless devices are not allowed to connect to the district network and are subject to seizure.
3. The laptop comes equipped with a camera and video capabilities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. The Public Schools of Calumet-Laurium-Keweenaw retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission to publish a photograph or video of any school related activity. Unauthorized recordings are subject to disciplinary action in accordance with School Board Policy.
4. Students are responsible for bringing their laptop fully charged to school every day unless otherwise directed by a staff member. Failure to bring a laptop or any other class material(s) does not release the students from their responsibility for class work. If students repeatedly fail to bring materials to class, including a laptop, students will be subject to disciplinary action or the natural consequences associated with not being prepared for class.
5. While personalized screensavers, wallpapers, and protective covers are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and are subject to disciplinary action.
6. Laptops must remain free of any writing, drawing, stickers, or labels that are not property of the Public Schools of Calumet-Laurium-Keweenaw.
7. The adding or deleting of an "app" is by district approval only. Failure to comply may result in restricted access to the laptop and/or a substantial reimage cost to the student.
8. Games, music, videos, and sound use will be at the discretion of the classroom teacher and building administrator. Unless permission is obtained, sound must be muted at all times.
9. The laptop affords limited electronic storage space. As with all electronic files, it is good practice to backup, duplicate, or archive files to an independent storage space or school network folder. It is the student's responsibility to ensure that work is not lost due to mechanical failure, accidental deletion, or re-imaging.
10. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone number of others.
11. When appropriate, the Public Schools of Calumet-Laurium-Keweenaw encourages students to take their laptop home at night for class work and recharging. All of the rules and regulations that are in effect during the school day extend to the use of the laptop at home.
12. The Public Schools of Calumet-Laurium-Keweenaw makes no guarantee, written or implied, that materials on the laptop, including student work, will be safe from deletion or corruption, accident or otherwise.

### **Costs, Repair, and Replacement of the Laptop**

1. The CLK School District offers insurance options to insure against loss, theft, or accidental damage. Parents/guardians must select an insurance option and pay any applicable fees. Contact a building administrator for information on insuring the laptop.

2. Parents/guardians that opt not to pay for the annual insurance will be responsible for the cost to repair or replace the laptop or charging cord.
3. Should a laptop or charging cord be damaged, lost, or stolen the student and parent/guardian should immediately notify the school administration. If stolen, the filing of a police report by the parent/guardian will be required.
4. In the event of a lost or stolen laptop, the CLK School District may deploy location software, which may aid in recovering the laptop.
5. Students who leave the CLK School District during the school year must return the laptop, along with any other accessories, at the time they leave the district. The laptop and all accessories should be returned to the appropriate building office.
6. The student and parent/guardian understand they will be responsible for the replacement or repair fee(s) of the laptop, charging cord, or any provided accessory that is not returned to the school in good, working order nor covered by insurance. Reasonable wear on working devices will be assessed by school personnel upon return to determine repair or replacement needs if the device is to be reassigned to another student.
7. Damage or excessive wear of a device or charging cord due to misuse is not covered by insurance.

### **Care and Maintenance of the Laptop**

1. Never leave a laptop unattended. When not in your personal possession, the laptop should be in a secure, locked environment. Unattended laptops will be collected and stored in the building principal's office.
2. Your laptop comes with a protective sleeve to help minimize damage. The laptop must be in the protective case when transporting back and forth from school. The laptop and laptop sleeve must remain free of stickers, writing, painting, or any other forms of decoration.
3. Do not lend your laptop to another person. Each laptop is assigned to an individual student and the responsibility for the care of the laptop solely rests with that student.
4. The laptop is an electronic device and care must be exercised when handling the laptop. Never throw or slide the laptop or a book bag that contains a laptop. Never place a laptop in a book bag that contains food, liquids, heavy, or sharp objects. Avoid placing weight on the laptop.
5. Avoid applying liquids to the laptop. The laptop can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the laptop.
6. While the laptop screen is scratch resistant, the screen will scratch. Avoid contact with sharp objects. Commercially produced screen protectors can be purchased to protect the screen.
7. Never expose a laptop to long-term extremes in temperature or direct sunlight. Do not store your laptop in your car.
8. Your laptop comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued laptop accessories are the responsibility of the student.
9. Each laptop has a unique serial number and identification sticker. At no time should these numbers or stickers be modified or removed.
10. Each laptop has the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.
11. Do not attempt to gain access to the internal electronics or repair your laptop. If your laptop fails to work or is damaged, report the problem to the Assistant Principal or Principal as soon as possible. Laptop repair/replacement options will be determined by the appropriate staff.

## Student/Parent Laptop Agreement

My child and I understand the following:

- My student must bring the laptop to school each day fully charged for class and keep it in their possession at all times.
- The care of the laptop is our responsibility. It will be kept away from liquids and objects that may scratch the screen. It will not be exposed to extreme temperatures and direct sunlight. It will be kept clean.
- Students have no expectation of privacy in regards to use of the laptop. School administration and teachers have the right to access all data and information on the laptop, including, but not limited to Internet browser history.
- The laptop is the property of the Public Schools of Calumet-Laurium-Keweenaw. Parents and students agree that it will only be used in accordance with the CLK Acceptable Use Policy (AUP). The serial on the laptop must not be defaced. Any damage or loss may result in financial liability in accordance with the CLK Costs, Repair and Replacement Policy. Damage or loss caused by neglect or abuse will be the responsibility of the student/parent.
- Parents and students agree to not attempt to repair the laptop on their own.
- Students involved in after school activities must store their laptop in designated areas.
- Parents and students are responsible for making sure the laptop is kept in a safe place during home use.
- Parents and students will file a police report in the case of theft, vandalism, and other acts covered by insurance.
- Parents and students agree that all "apps" and content to be installed on the laptop must be pre-approved by school administration. Students will not delete school installed apps or software.
- Students must keep the laptop in the protective sleeve. Students will not decorate (such as stickers, markers, etc.) or write on the laptop or protective sleeve.
- A laptop may be seized and inspected at any time without notice.
- Students leaving the Public Schools of Calumet-Laurium-Keweenaw School District for any reason must return the laptop on the date of termination and accessories in good condition.
- Laptops and accessories must be returned to the CLK School District at the end of each school year.

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**Please detach and return the bottom portion. Keep the rest for your records.**

## Student/Parent Laptop Agreement

I agree to the stipulations set forth in the Student/Parent Laptop Agreement.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I (Parent/Guardian) give permission for my child, \_\_\_\_\_ to use his/her assigned iPad in school and/or take the assigned laptop off of the Public Schools of Calumet-Laurium-Keweenaw campus.

By signing below, I agree to the expectations and procedures as detailed above and in the CLK Acceptable Use Policy.

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_