



THE
CRAIG
SCHOOL

LOWER SCHOOL • MIDDLE SCHOOL • HIGH SCHOOL

10 Tower Hill Road • Mountain Lakes, NJ 07046 • 973-334-4375 • www.craigschool.org

One-to-One Laptop Agreement

Technology at Craig is seamlessly integrated into all facets of our curricula. It enhances learning and provides assistive technology via Craig's full complement of software and services. In addition, it allows our students to continue to learn when we cannot be in the same place at the same time. While our plan is to be together this fall, we must prepare for all scenarios. In order to address safety concerns, limit shared devices and surfaces throughout the school, and provide an equitable learning environment for all students, Craig will be issuing each student their own personally assigned laptop for the 2020-2021 school year. Each student will be responsible for its safekeeping and will be required to bring their device to and from school each day. It will also be expected that the device is fully charged each night. In the event it is not, each teacher will be provided with an emergency charge station and your child can turn your laptop in to their teacher. Additionally, it is understood that each student/family will be responsible for the cost of damages or replacement to their school issued devices.

The policies, procedures, and information laid out within this document outline the expectations for student participation in this program. This document must be signed and turned in before picking up your school issued device.

You and your child must read through & sign this agreement. By doing so you and your child are acknowledging your roles as responsible Digital Citizens and as responsible participants of our One-to-One Laptop Initiative.

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| 1. Craig provides a loaned device to every student during their tenure at Craig. |
| 2. All Devices have been individually assigned to students, by number. Each student is responsible for their designated device. Students are not permitted to handle, carry or borrow unassigned devices. |
| 3. Pre-approved Google Extensions have been loaded for you. |

4. Users may not tamper with or change the configuration/settings of the Craig issued device. <u>This includes:</u> Creating Pass Codes, Changing Passwords, Downloading, moving, deleting or reconfiguring of any App, Screen Savers or Background Photos.
5. Devices are Craig School property and designated for academic use only .
6. Assigned devices will travel with its user to and from school each day.
7. For sanitary reasons, each user must privately purchase earbuds for use with their laptop.
8. Device Case – A device case will be provided for transport.
9. Responsible Digital Citizenship duties includes: <ul style="list-style-type: none"> ● Care for Devices – treat your devices with respect, disinfect them regularly ● Report all damages to homeroom teacher immediately ● Use proper device carrying method, your homeroom teacher will instruct you. ● Observing Responsible Digital Citizens Pledge (found on the Craig School website) ● Observing Acceptable Use Policy (found on the Craig School website)
10. Technical support, assistance and services are issued to all students at Craig. However, device replacement cost will be furnished by the student/family. Total device replacement will cost \$300 and repair/damages will be estimated accordingly. In addition, Craig will not be responsible for any locally saved data in the event needs to be reimaged. Please save all data to your Google Drive.

<u>Digital Citizenship – Student’s Pledge</u>	
1	I will not give out personal information (address, phone number, name and location of my school) without my parents’ permission.
2	I will tell a teacher right away if I come across any information that makes me feel uncomfortable.
3	I will never agree to get together with someone I “meet” online.
4	I will never send a photo of myself without first checking with my teachers.
5	I will not respond to any messages that are mean or in any way make me feel uncomfortable. If I get a message like that, I will tell a teacher or my parent, immediately that they can help me handle it.

6	I will not give out my Internet passwords to anyone (even my best friends) other than my parents.
7	I will check with my teachers before downloading or installing apps.
8	I will be a responsible online citizen and not do anything that could hurt other people or is against the law.
9	I will help my parents understand how to have fun and learn things online and teach them things about the Internet, computers and other technology.
10	I understand that if I do not act responsibly with my device, I am at risk of not earning all my points for the week.
	<p><u>I agree to the above statements:</u></p> <p><u>Student's Name</u></p> <p>(Printed): _____</p> <p><u>Student Signature:</u></p> <p>_____</p> <p>I will help my child follow this agreement and will allow reasonable use of the Internet in accordance with these rules.</p> <p><u>Parent Signature:</u></p> <p>_____</p>

Parent/Student Device User Agreement

<u>Terms of Agreement</u>	
1	Parent & Student have reviewed and agree to comply with the policies necessary for participation in the <u>One-to-One Laptop Initiative</u> . Parent's consent to their child's participation in the program
2	Parent & Student have reviewed & agree with the " <u>Acceptable Use Policy</u> ", This document can be found on our Website www.craigschool.org
3	Parent & Student have reviewed and agree with the " <u>Responsible Use of Devices</u> " terms of this document.
4	Parent & Student have reviewed and agree to the terms and conditions of the " <u>Digital Citizen</u> " portion of this document.
5	Parent & Student understand and agree that the <u>Device is the property of The Craig School</u> , which has been loaned to them for 1 academic year and must surrender it whenever requested by school personnel.
6	Parent & Student understand that appropriate Craig staff may, at their discretion, <u>review computer activity logs and Internet history</u> on all devices to ensure compliance with Craig School's Acceptable Use Policy.
7	Parent & Student understand that The Craig School has made reasonable and prudent attempts to ensure students <u>use the Internet in a safe way</u> as stated in the Acceptable Use" Policy found on the Craig School Website www.craigschool.org . However, our ability to filter content and access off our school property is limited. Parent's must be cognizant of this and can consult or technology department with any concerns.
8	Parent & Student understand that <u>all lost or stolen</u> tech equipment will be <u>reported to police and</u> tracing capabilities may be utilized to track and attempt to recover the device.
9.	Parent & Student consent to use of all web-based educational services utilized by The Craig School, including but not limited to Google Apps for Education, Learning Ally, Read & Write, Scholastic Student Reading Inventory and Lexia. I recognize that Craig is permitted to consent on my behalf for the collection of my child's personal information for the use and benefit of the school, and for no other commercial purposes."
10.	Parent & Student are aware that the audiobooks downloaded to their <u>Learning Ally accounts</u> must be school appropriate.

We have read and agree to the terms of the Parent/Student User Agreement.

PARENT/GUARDIAN

Print Name Clearly	Signature	Date (MM/DD/Y YYY)

STUDENT

Print Name Clearly	Signature	Date (MM/DD/Y YYY)