

# MEADOWBROOK SCHOOL

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September 5, 2017

Dear Parents/Guardians,

To support our school's one-to-one initiative where every student has access to a technological device that will support them in becoming successful in the 21<sup>st</sup> century, we are running a program that enables students who are unable to bring a personally owned device to sign out a laptop each day. We will assign a specific laptop to each individual student and this is the device that they will use on a daily basis. Students will arrive at a designated location at the beginning of the day and retrieve their laptop. They will take good care of it for the duration of the day and return it at the end of the day to the original location and ensure that it is plugged in.

This program is identified for students who are unable to consistently bring personally owned devices from home and is not meant to be used as a casual computer sign out program for students who have their own devices but forget to bring them on a specific day.

Please review the following information with your child, sign the acknowledgement form, and then have it returned to the school. By signing, you are indicating that you have read and understand the responsibility that your child is undertaking by participating in this program.

## School-owned laptop Use Agreement

The student is responsible for the laptop that they are assigned. These laptops are **not** to be taken home by the student and are only to be used in accordance with the Responsible Use and Ongoing Consent Agreement that was signed by parents and students and returned to the school at the start of the current school year. Additionally, each student accessing this program will need an appropriate bag capable of safely transporting the laptop to and from their classes to minimize the chances of the laptop getting damaged. Some examples of such bags would include a cushioned computer sleeve, a cushioned computer bag, and a backpack with a computer compartment built into it. If the student's school assigned laptop should become damaged or require repairs due to normal wear and regular use, then that student will be assigned another computer in the interim, pending repairs and/or replacement of the

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Ms. S. McDuffe  
Principal

Ms. D. Weaver  
Assistant Principal

original. SHOULD ANY STUDENT INTENTIONALLY OR THROUGH NEGLIGENCE DAMAGE THE COMPUTER THAT THEY HAVE BEEN ASSIGNED, THE STUDENT WILL BE HELD ACCOUNTABLE FOR SAID DAMAGE AND WILL BE RESPONSIBLE FOR THE COST OF REPAIRING AND/OR REPLACING THAT COMPUTER. Should the student's assigned computer become damaged and need to be repaired and/or replaced, then that student may be without a school owned computer until such time as their assigned computer can be repaired and/or returned to use within the school. Additionally, depending on why and how the computer came to be damaged, the student may not be permitted to sign out a school owned computer. In addition, the installation of any programs or applications by the student is strictly prohibited unless done in consultation and conjunction with the student's teacher(s) and/or school tech.

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_

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Principal

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