

Paris Community Unit School District No. 4 Crestwood School ~ ThinkPad Procedures 2020-2021

Background Information

The changes that have occurred in society over the past three decades will continue to profoundly impact the students of today. Schools are now preparing students for a workforce in which they will have ten to fourteen different jobs before age 42. Many of these jobs do not even exist yet. America's movement away from a manufacturing to a service economy means that young people are headed into a work force where the skills of listening, problem-solving, communication, and collaboration with co-workers located around the world will be essential to compete in an ever increasingly global economy. In addition, the amount of technical information in the world continues to grow at a rapid pace. Students must not only master how to access information but also how to synthesize and evaluate information from so many different sources.

Thus, schools are faced with the challenges of preparing students for jobs that have not yet been created, of teaching them the skills to solve problems that do not yet exist, and of training students to collaborate with peers whom they may never meet. An effective 21st Century initiative must focus on both the mastery of core academic subject matter as well as the mastery of those skills necessary to compete in a global society and global economy.

The 3 R's plus the 4C's = Success in the 21st Century:

The Partnership for 21st Century Skills asserts that students must be required to build upon a base of core academic knowledge in reading, writing, and math by further developing critical thinking and communication skills. Therefore, the core academic subjects must remain a vital component of 21st Century Teaching and Learning. All 21st century skills can and should be taught in the context of core academic subjects. In addition to mastery of the 3 R's, to be successful, students must master the 4 C's: Critical thinking, Communication, Collaboration, and Creativity. New technology simply offers new digital tools to facilitate authentic, student-centered experiences to reinforce these skills.

Technology immersion does not diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with ThinkPad integrates technology into the curriculum anytime, anyplace! The ThinkPad is a next generation device that makes learning more engaging and accessible.

Why Use ThinkPad?

ThinkPad represents a new "space" in technology: This space is between the mobile space (smartphones and tablets) and the portable space (laptops and netbooks). This "space" is expanding every day.

1. Personalize learning: it is widely recognized the 1 to 28 one-way knowledge-transfer model is fast becoming redundant. As teachers and lectures begin to create new ways of tackling this issue, the ThinkPad could play a useful role in this transformation.

2. It's a blank canvas; the ThinkPad is an engaging device which could transform the way young people learn.
3. No more excuses like "I forgot to save my homework!"
4. Contextual Learning: the ThinkPad is an "anywhere anytime" learning device. This makes it ideal for projects and learning which take place out of the classroom.
5. Personal Learning Studio: the ThinkPad can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

Goals for Student Users

- To increase students' productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers in the pilot project.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, software/apps, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

1. Receiving and Returning a ThinkPad

1.1 Receiving a ThinkPad

- a. Parents/guardians and students must sign and return the ThinkPad Agreement before a ThinkPad is issued to the student.
- b. Parents and students will be expected to attend an orientation session to receive their equipment. Each student will receive a ThinkPad, protective carrying case, and AC charger.
- c. The ThinkPad will be labeled in a manner specified by Crestwood School; this will include the serial number.
- d. The ThinkPad and district-issued email account are the property of the Crestwood School and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a ThinkPad or a school supplied or supported email service.

1.2 Returning a ThinkPad

- a. ThinkPads and all Crestwood School accessories will be returned during the final two weeks of school so they can be checked for serviceability.
- b. ThinkPads must be returned immediately when a student transfers out of Crestwood School or terminates enrollment for any reason.
- c. Students will be required to turn in the ThinkPad prior to the end of school. All items included when disbursed, including but not limited to carrying cases, power cords, etc will be required to be returned and undamaged.

1.3 Fines Related to a ThinkPad

- a. ThinkPads, district-provided carrying case, and AC charger will be turned in to the technology support staff, when requested, in satisfactory condition. ThinkPads will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the \$500 replacement cost of the ThinkPad. Crestwood School Administration will make the final determination of any fees assessed.

- b. If a student fails to return the ThinkPad, the student/parent/guardian will pay the replacement cost of the ThinkPad, or, if applicable, any insurance deductible. Failure to return the ThinkPad could result in a theft report filed with the Paris Police Department.

2. Caring For The ThinkPad

Students are responsible for the general care of the ThinkPad they have been issued by Crestwood School. ThinkPads that are broken or fail to work properly must be given to the technology support staff for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned ThinkPad or their login.

ThinkPads are the property of Crestwood School and all users will follow these procedures and the Crestwood School Acceptable Use Policy.

2.1 General Precautions

- a. The ThinkPad will scratch. Avoid using any sharp object(s) on the ThinkPad.
- b. ThinkPads do not respond well to liquids. Avoid applying liquids to the ThinkPad. The ThinkPad can be cleaned with a soft, lint-free cloth sprayed with glass cleaner. Avoid getting moisture in the openings. Do not use household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the ThinkPad.
- c. Do not attempt to gain access to the internal electronics or repair of a ThinkPad. If a ThinkPad fails to work or is damaged, report the problem to technology support staff or the building administrator.
- d. There is no “jail breaking” or attempting to change the operating system of this device.
- e. Never throw, slide or pick up a ThinkPad by its screen.
- f. Cords and cables must be inserted carefully into the ThinkPad to prevent damage.
- g. The ThinkPad and district provided carrying case, must remain free of any writing, drawing, stickers, or labels that are not the property of Crestwood School or approved by the building principal.
- h. Students must use the district supplied carrying case. Students assume all responsibility for the device.
- i. ThinkPads have a unique identification number and at no time should the numbers or labels be modified or removed.
- j. ThinkPads must never be left in a car or in any unsupervised area. Exposing the ThinkPad to extreme heat, humidity or cold (i.e. leaving it in a car on a hot or cold day) will damage the device. If for some reason this situation occurs, allow the ThinkPad to return to room temperature before turning it on. The ThinkPads should be stored in a dry area.
- k. ThinkPads should be placed vertically in the top locker compartment or in a backpack/book bag to avoid putting any pressure on the screen.
- l. ThinkPads must be charged for school each day. This is the student’s responsibility.
- m. ThinkPads are assigned to individual students and the responsibility for the care of the ThinkPad solely rests with that individual. Students should not lend their ThinkPad to another person.
- n. PLEASE DO NOT ATTEMPT TO CONTACT LENOVO SERVICE DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL DISTRICT.

2.2 Carrying the ThinkPad

Students must never carry ThinkPads outside the classroom without first placing the device in the provided carrying case. The carrying case includes sufficient padding to protect the ThinkPad from normal treatment and provides a suitable means for carrying the device within the school. To prevent damage to the device, students must close the ThinkPad between classes and when transporting it.

3. Using a ThinkPad at School

ThinkPads are intended for use at school each day. In addition to teacher expectations for the ThinkPad use, school messages, announcements, calendars, and schedules may be accessed using the ThinkPad. Students are responsible for bringing their ThinkPad to all classes unless specifically instructed not to do so by a teacher.

3.1 ThinkPad Left at Home

If a student leaves the ThinkPad at home, a limited number of “loaner” devices may be made available to check out. The student is responsible for getting the coursework completed as if the ThinkPad were present.

3.2 ThinkPad Undergoing Repair

Loaner ThinkPads may be issued to students when their ThinkPads are being repaired by the school. A limited number of “loaner” ThinkPad are available so having a “loaner” is not guaranteed. Exceptions to this practice will be based upon whether the ThinkPad requires routine maintenance and repairs or was damaged due to negligence or abuse.

3.3 Charging a ThinkPad Battery

- a. It is the student’s responsibility to ensure that ThinkPads are fully charged for each school day.
- b. Repeated violations (a minimum of 3 days) of this procedure will result in students being required to “checkout” their ThinkPad from the technology support staff every day for a week.
- c. In cases where the battery does “run out”, students may be able to connect their ThinkPad to a power outlet in class.

3.4 Screensavers/Background photos

While personalized screensavers or backgrounds may be 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 will subject the student to disciplinary action.

3.5 Sound, Music, Games, Software/Apps

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Crestwood students are encouraged to provide their own headsets/earbuds. Headsets with microphones are encouraged to allow students to record presentations on the ThinkPad without interference from background noise.
- c. Music is only allowed on the Thinkpad for educational purpose with teacher approval.
- d. All software/apps will be provided by the district. Data storage will be through apps on the ThinkPad through Office 365.
- e. Internet games other than those assigned by the student's teacher are not allowed on the Crestwood ThinkPads.

3.6 Legal Propriety

- a. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the technology support staff.
- b. Plagiarism is a violation of the Crestwood School rules. 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.
- c. Use or possession of hacking software is strictly prohibited and violators will be subject to Crestwood School discipline. Violation of applicable state or federal law may result in criminal prosecution.

3.7 Printing

Students will be given information and instruction on printing with the ThinkPad at school.

3.8 Home Internet Access and Internet Filtering Policy

Crestwood School will install internet filtering on the Network that meets the federally regulated Child Internet Protection Act. Although the district does make every effort to block inappropriate material on school systems, it's important for parents/guardians to monitor activity on their child's electronic devices and understand that nothing is foolproof. We recommend when connected outside Crestwood's network that parents/guardians take an active role to view what content students are viewing on ThinkPad outside the classroom setting. Students removing filtering software and/or bypassing filtering (proxy redirectors, etc) will be disciplined in accordance with Student Handbook. Each student is responsible for the content viewed on their ThinkPad.

3.9 Using the ThinkPad Camera

The ThinkPad comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Students must have teacher permission before using the camera/video device. Students are prohibited from "tagging" photos without permission of the teacher. Cameras may never be used in a locker room or restroom per state statute or for taking inappropriate photos and/or videos.

3.10 Network Connectivity

Crestwood School makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data. Students are urged to back up all files to Office 365 cloud storage application approved by the District.

Crestwood School is committed to supporting students in the event of problems with the network or individual ThinkPad. To assist with this problem the District is providing the following: *Classroom Computers* - The District has desktop computers in many areas of the school. These computers can be used by students, if they do not have their ThinkPad.

3.11 No Loaning or Borrowing ThinkPad

- Do NOT loan ThinkPads or other equipment to other students.
- Do NOT borrow a ThinkPad from another student.
- Do NOT share passwords or usernames with others.

3.12 Unauthorized Access

Students are prohibited from accessing (“hacking”) other persons accounts or computer.

4. Repairing or Replacing a ThinkPad

4.1 School District Protection

Crestwood School assumes responsibility for ThinkPad repairs or replacement due to normal and typical daily use. The District will provide students instructions regarding the procedures for handling requested repair. District technology staff will provide repair and replacement services and will notify the student when the ThinkPad is again available for use. (Do not attempt to repair the ThinkPad yourself or to have the device serviced by a third party.)

4.2 Personal Home or Homeowners’/Renters’ Coverage

Lost, damaged, or stolen ThinkPads in the care, custody, and control of a student may be covered by the homeowners’/renters’ policy of the parent. Most homeowner/renter policies will provide some limit of coverage for the “damage to the property of others” under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners’/renters’ coverage or a personal articles policy.

4.3 Fee for Incidental Damage

In the case where a ThinkPad or district-issued accessory is damaged by means other than normal use, wear and tear (i.e. abuse, neglect, intentional damage), the student/parent/ guardian will be charged a fee for needed repairs, not to exceed the \$500 replacement cost of the ThinkPad. The Crestwood Administration will make the final determination of any fees assessed.

TECHNOLOGY PROCEDURES FOR CRESTWOOD SCHOOL 2020-2021

This document shall serve as a supplement to the district's Acceptable Use Policy (AUP) and shall apply to the use of all district owned technology devices as well as to the use of the district's internet service. As the district acquires more technology it is critical that all users understand responsible use of and care for technology devices.

The primary purpose of technology integration is to provide students with the learning tools necessary to master the content and skills required to compete and participate in an increasingly global society. In a technology rich environment in which students and staff are provided with digital devices, the use of technology is aimed at achieving the following outcomes:

Close the Digital Divide: Equal access to new tools for learning is vital to eliminating the performance. While many students have access to modern technology and the Internet, a "1 to 1" computing program ensures that every student in a classroom has the same opportunity to explore learning with new tools.

Expanding Learning Beyond the Classroom Walls: Information technology allows for learning, "anytime, anywhere," not just in a classroom during the school day. As on-line materials become more available, teachers can push more material onto the web and expand resources available to students. Upon full implementation, a digital conversion also increases students' access to tools, to resources, and to teachers.

Improve Academic Achievement: Technology offers the opportunity for simulations, virtual manipulations, and illustrations that can produce a much greater depth of understanding of important concepts. Since students have access to tools over the web, they can reinforce ideas by experimenting and participating in learning experiences on their own, at any time, and from any location with web access.

Learning Versus Teaching: Technology allows the tables to be turned. Students assume more responsibility for their own learning by completing projects that require them to apply knowledge learned and to gather material from a variety of sources. Teachers facilitate the learning and provide students access to the tools and instruction necessary to master important learning standards.

Collaboration: New tools enable students to work collaboratively on projects with others anywhere in the world and to present what they have learned to different audiences. Rather than laboring alone on homework, students can work with peers wherever they happen to be and at any time, or they can reach out to their teacher before or after the school day.

Personalized Learning: Staff are, of course, all different. Information technologies can permit them to break away from the class and to go at a pace and order that suits the needs of individual students. Without disrupting the class, they can repeat difficult lessons and explore what they find interesting. New digital tools also allow teachers to provide differentiated instruction to challenge the gifted learners.

Lower Cost: It is not uncommon for a textbook to cost over \$120. The increasing amount of open, free educational tools on the web will reduce the dependence on heavy, expensive textbooks. As the price of portable technology gets even cheaper, these devices will represent a less expensive and "greener" alternative to textbooks--and they will save students from the back pain of carrying several textbooks to and from school.

1:1 ThinkPad Expectations

Paris Community Unit School District No. 4 ~ Crestwood School

Crestwood School is implementing a 1:1 ThinkPad project with 5th, 6th, 7th, and 8th grade students. It is a great privilege to be part of this project and it comes with understanding that students will assume responsibility in the use and care of the ThinkPad that will be on loan to you for the 2020-2021 school year.

Expectations for Students:

1. Always follow the proper computer handling instructions.
 - a. Computers must be situated securely on the working surface at all times.
2. Outside the classroom, Thinkpads must be carried in cases. There should be no swinging of the Thinkpad. Do not carry a ThinkPad that does not belong to you.
3. Inside the classroom, computers should be carried with the lid closed using two hands.
4. ThinkPad and cases, when stored in student lockers, must be stored so that they will not be damaged by other locker contents or locker doors.
5. When using laptops, students must be on the task assigned by the teacher.
6. Students must follow all instruction given by the teacher.
7. Printing is permitted at school only with specific permission by the teacher.
8. Students, whose parents have signed the ThinkPad Agreement and have been given permission by Crestwood Staff, will be allowed to take laptops home. Staff and/or parents may revoke this privilege.
9. Laptops must be returned to school each day, fully charged.
10. Students must restart laptops weekly in order for the computer to complete updates.
11. Students may not install additional software.
12. Laptops may not be taken to lunch or to the gym, but should be taken to all other classes.
13. Students involved in after-school activities and are not planning on taking their laptop home, must store their laptop in their locked PE locker or give it to the technology teacher.
14. There is no web filtering available when laptops are taken off campus. Parents are responsible for monitoring home usage. Social Networking sites are not allowed during the school day.

Violation of ThinkPad Expectations will result in loss of access to ThinkPads. Students will be responsible for participating in class and completing assignments. Crestwood Staff members will check regularly for inappropriate use.

Procedure for ThinkPad Care

Paris Community Unit School District No. 4 ~ Crestwood School

Follow these simple guidelines to keep your laptop functioning properly.

Battery Life

- Dim the screen.
- Exit unused programs.
- Do not leave your laptop in hot or cold locations.

Cleaning

- Keep food and water away from your ThinkPad.
- Try not to get any substances on the screen. The screens are fragile and can get scratched or distorted.
- If you get marks, smudges, dust, etc on the screen, spray a soft cloth with glass cleaner and wipe the screen and keypad.
- If you do spill on the laptop:
 - Clean and dry it ASAP
 - Do not use it again until it has been inspected by Crestwood Administration.
- Make sure your hands are clean before using the ThinkPad.

Storage and Care

- Always place the ThinkPad on a flat, level surface.
- Always store the ThinkPad in its case when not in use.
- Make sure the cord is not a tripping hazard.
- Do not step on any part of the cord, particularly the plug.
- Do not leave your ThinkPad in unsafe locations.
- Dropping, jostling, or bumping will cause damage to the ThinkPad.
- Always move the ThinkPad in the “lid-closed” position.
- Do not pick the ThinkPad up by the screen.
- Please share your knowledge of ThinkPads with others.

When in doubt, please ask for help!

Frequently Asked Questions for ThinkPads

Paris Community Unit School District No. 4 ~ Crestwood School

Will the students be using the ThinkPads all the time while they are at school?

- *The use of the laptop will be much like the use of a textbook. In some classes they use a textbook on a daily basis and in some they use as needed. The ThinkPad will be similar in nature. Language Arts/Literature classes will use the ThinkPads frequently, while PE classes will not use it much except for possible testing.*

Can I request that the ThinkPad be kept at school?

- *Yes, however, keep in mind there may be some homework assignments that the use of the ThinkPad will make the completion of the assignment much easier. Your son or daughter may be at a disadvantage by not using the ThinkPad to complete the homework at home.*

What happens if my son or daughter loses the ThinkPad?

- *Like a textbook your son or daughter and eventually you are responsible for the return of the item. Your son or daughter and eventually you as their parent, will be responsible for the replacement cost of the ThinkPad.*

Can parents and/or other family members use the ThinkPad?

- *No, the ThinkPad is for students to complete homework assignments and projects. We would never expect a student to not be able to complete his or her school work because another family member is using the ThinkPad.*

Will you provide internet access for my child if we do not have it at home?

- *No, we do not have this capability.*

Will my son or daughter be able to access anything on the internet using this ThinkPad at home or at another public place?

- *Yes. Please closely monitor your child's computer usage.*

Why can't my child use the ThinkPad he or she has now?

- *We have no way to control the information and/or software installed on the ThinkPad that your son or daughter brings into school. If a student has a personal laptop with games or objectionable material installed on it we have a difficult time controlling the use of those materials in the classroom. The best way to control it is to not allow it in the first place.*

Is it allowable to let my son or daughter to install and play games on the ThinkPad if we allow it?

- *No. The ThinkPad is for educational purposes and only school related materials and software should be installed on the ThinkPad by school personnel. Also please note that the ThinkPads will be configured to NOT allow the addition of software or changes to the operating system.*

If my son or daughter receives disciplinary action can the ThinkPad be taken away, and if it is how can they complete their school work?

- *Yes, ThinkPad use can and will be restricted for misconduct specifically computer misconduct. If a student loses their ThinkPad use privileges then they will need to find a way to complete the class assignments and projects without the ThinkPad. Loss of the ThinkPad is part of the penalty for the misconduct.*

Will students be able to keep the ThinkPad over breaks and vacations?

- *Students can keep and use the ThinkPads during breaks such as Christmas or spring break. This will allow students to continue to work on assignments and projects. ThinkPads must be turned in at the end of the school year.*

What happens if my child loses the carrying case provided?

- *A carrying case and charger is issued with every ThinkPad. When the ThinkPad is returned it will be returned with the carrying case and charger. If the carrying case or charger are missing then your son or daughter, and eventually you as their parent, are responsible for the replacement cost of the carrying case and charger.*

What if I do not want my son or daughter to participate in this program?

- *It is your right to not want the ThinkPad to come into your home and you can request that the ThinkPad be kept at school. Keep in mind that this will place your son or daughter at a disadvantage as they complete their education at Crestwood. Not having the laptop at home and/or not signing an internet acceptable use policy will make it difficult for your son or daughter to complete classroom assignments or projects.*

Will we be able to buy the ThinkPad at the end of the year?

- *No.*

What will you do when you find a ThinkPad that is left in the library or a classroom?

- *It is the responsibility of the student to keep track of their textbooks and especially in the case of the ThinkPad. Each incident will be handled on a case by case basis but generally the student will be given a warning and the ThinkPad will be returned unless the penalty for the added discipline warrants the loss of ThinkPad privileges.*

Can my son or daughter personalize the ThinkPad by adding stickers to the case?

- *No. The ThinkPad is much like a textbook; we do not allow stickers to be added to the textbooks. The ThinkPad remains the property of the school district while it is in the care of your son or daughter. We will be adding identification labels to identify who the ThinkPad belongs to, along with internal and external labels to indicate that the ThinkPad is the property of Crestwood School.*

TECHNICAL QUESTIONS

Will there be remote control or surveillance software installed on the ThinkPads?

- *No. Tracking, remote control and or remote surveillance software will not be added to the ThinkPads or be used by school personnel while the ThinkPad is outside of our building. There is some remote access software (remote desktop) that is part of the standard operating system and that will be left on the ThinkPad but that software requires it to be activated by the user before it can be used. We will have some software that will be able to tell us if the ThinkPad is on and in use while in the building. This software also allows us to power down, send messages to the computer and other common activities performed on computers within a network. Due to the design of this software these control will not work when the ThinkPad leaves the school building and the school network.*

Can I add software of my own to the ThinkPad?

- *No. Any software that is loaded onto the machine will be deleted by school officials. Personal software is not allowed on the ThinkPad. Questions regarding software should be directed to Mr. Pattenaude.*

Can I as a parent change the settings on the computer to add my parental controls/security software?

- *No. We understand wanting to change settings for parent control, however, altering the settings can create an issue for the District's technology personnel.*

Can I attach my personal hardware like a video camera to the ThinkPad?

- *No, unless approved by Crestwood staff.*

Can we store personal/family data on the ThinkPad like family pictures or videos?

- *No. Storage of large data files will create issues for your child when they need to save a large file for homework or a project.*

Can the ThinkPad be attached to our printer at home?

- *Yes, however it will most likely have to be loaded each time due to the set-up of the ThinkPad.*

Can the ThinkPad connect to the internet using the wireless networking at our home?

- *Yes, if your security settings allow. If you have difficulty, contact Mr. Pattenaude.*

What happens if the hard drive crashes and my child loses their homework?

- *Most data will be saved to Office 365 or on a network drive and should be recoverable. Only on rare instances will data not be able to be recaptured. It is a good idea to save data on a regular basis to avoid a total loss of information.*

Can I update the ThinkPad?

- *No. The District Technology Team will do all updates to the computer as needed.*

DAMAGE AND REPAIR QUESTIONS

What if my child loses the power supply?

- *This is part of the ThinkPad component and just like losing a textbook, the student and ultimately the parent is responsible for replacement.*

What if the ThinkPad is damaged by a fire in my home?

- *In the event of this misfortune, home owners or renters insurance will cover the replacement and will be the primary insurance. Again, same as a textbook.*

What if the ThinkPad is damaged on the bus?

- *Damage and responsibility will be on a case by case situation. Intentional damage is the responsibility of each student and ultimately the parent. Accidental damage will be discussed and handled appropriately.*

What if the ThinkPad is damaged at school?

- *Same as if damage occurred on the bus.*

What if the screen breaks?

- *Again, it depends on how the screen was broken.*

ThinkPad Agreement

Paris Community Unit School District No. 4 ~ Crestwood School

Crestwood School will provide a ThinkPad, charger and protective carrying case to all 5th, 6th, 7th, and 8th grade students beginning with the 2020-2021 school year. By accepting the ThinkPad the student and parents/guardians understand and agree to follow all ThinkPad procedures and expectations in particular:

- Adhere to Crestwood School rules and regulations governing the use of Crestwood computers and network and will comply with all applicable copyright and other regulations regarding the use of the device.
- The Acceptable Use Policy the student signed will be enforced anytime the student is using the ThinkPad.
- Will not sell, lease or otherwise grant anyone rights to the computer and/or peripheral devices.
- Provide reasonable care and maintenance of the ThinkPad. Refer to the ThinkPad procedures for students for further information.
- Will not remove any factory or school label from the machine.
- Will return the ThinkPad to school each day fully charged.
- Will not install additional software.

If the ThinkPad is damaged in any way, the student and/or his/her parents/guardians will be held responsible for the repairs. Any needed repairs will be addressed on a first come-first served basis at the Technology Department Office. The Technology Support Staff will provide:

- Loaner devices while inoperable units are out for repair may be provided
- Replacement devices for lost or stolen ThinkPads

If a student exhibits a pattern of negligence, the Technology Support Staff will report the student to the administration for discipline in accordance with the Acceptable Use Policy and student handbook. The student and/or his/her parents/guardians will be held responsible for the maximum cost of \$500 to replace or repair a damaged or stolen ThinkPad.

In case of theft, the student is responsible to promptly contact the local authorities and file the appropriate police report. Should the theft take place on the Crestwood campus, the student should immediately contact the administration and file a theft report.

By signing below, the student and his/her parents/guardians agree and accept the ThinkPad Agreement as presented and understand that Crestwood owns the ThinkPad, software and issued peripherals. If the student withdraws from and/or is no longer enrolled in Crestwood School he/she agrees to return the ThinkPad in good, working order or to pay for any necessary repair or replacement. In no event shall the student or parents/guardians hold Crestwood School liable for any claim of damage, negligence, or any breach of duty resulting from any act or omission related to the unauthorized use of the ThinkPad.

Print Student Name: _____

Date _____

Parent Signature: _____

Date _____

Student Signature: _____

Date _____