

### *Laptop/Tablet Checkout Procedures*

Rockdale County Public Schools' (RCPS) students and employees are provided the opportunity to checkout laptops/tablets that are the property of RCPS so that they may continue using the technology away from school facilities. These laptop/tablets are to be used only for educational purposes. No student or employee should use an RCPS laptop/tablet for personal use of any kind. The following procedures will serve as guidelines for use of RCPS laptops/tablets and their checkout by schools to students and employees. All students, parents, teachers, and employees will be required to sign this form acknowledging that they have read and agree with the school system's laptop/tablet checkout procedures before a laptop/tablet can be taken to a location other than a school system facility.

1. All use of the school system's laptops/tablets must be for educational purposes. Students and employees are not to use the computers for personal, commercial or business use, or for political or religious reasons.
2. Students and employees who check out a laptop/tablet assume full responsibility for basic care of the device.
3. Students and employees who check out a laptop/tablet assume full responsibility for security of the device and accessories on and off school premises.
4. Students and employees who check out a laptop/tablet assume full responsibility for reporting device problems, breakage, damage, loss or theft immediately.
5. **Students and employees who check out a laptop/tablet assume full responsibility for repair cost due to intentional damage or damage due to neglect.**
6. **Students and employees who check out a laptop/tablet assume full responsibility for the replacement cost of the laptop/tablet and accessories in the event of loss or in the event the laptop is destroyed or rendered useless due to damage while in the care of the student or employee, including loss of use due to fire, flood, lightning, or any other cause.**
7. **Theft insurance is provided for students and employees and will cover the cost of the laptop/tablet in the event of theft. Theft insurance to students is via through the yearly technology fee. In case of theft, a police report is required. Failure to properly secure the laptop/tablet will nullify the theft insurance policy and require the student or employee to assume the full replacement cost.**

I have read the Laptop/Tablet Procedures above and agree to comply with them as stated. I also understand that any violation of these procedures may constitute in me or my child not having future access to a laptop/tablet for use away from school facilities.

Device Type:	Device:	Charger:	Bag:
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Service Tag Number:

User Name:	School:
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User Signature:	Date:
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I have read the Laptop/Tablet Procedures above and agree to comply with them as stated. I also understand that any violation of these procedures may constitute in me or my child not having future access to a laptop/tablet for use away from school facilities.

Parent/Staff Signature:	Date:
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Home Address:

Home Phone:	Work Phone:
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*Intranet and Internet  
Student Acceptable Use Agreement*

**Section A | To be Completed by Student**

In consideration for having access to public networks, I hereby release Rockdale County Public Schools and its officers, employees, and agents from any claims and damages arising from the use of the public networks.

I have read and agree to comply with internet acceptable use procedures as stated in Board Regulation IFBG-R (Internet Acceptable Use). I also understand that any violation of the procedures is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and disciplinary action taken which could include expulsion from school.

Student Name:

School:

Student ID#:

Grade Level:

Student Signature:

Date:

**Section B | To be Completed by Parent/Guardian**

I have read the internet acceptable use procedures as stated in Board Regulation IFBG-R (Internet Acceptable Use). I understand that access is designed for educational purposes. Rockdale County Public Schools has taken precautions to eliminate controversial material. However, I also recognize that it is impossible for Rockdale County Public Schools to restrict access to all controversial materials, and I will not hold the system responsible for materials acquired on public network(s).

As the parent/guardian of the student named above, I hereby give permission to issue an account for my child and certify that the information on this form is correct.

Parent/Guardian Name:

Parent/Guardian Signature:

Date:

**RCPS One-to-One Handbook Signature**

I have read and understand the contents of the RCPS One-to-One Student Handbook posted on the RCPS website and agree to adhere to the policies and procedures as stated.

Student Signature:

Date:

Parent/Guardian Signature

Date