



WCSD One to One Laptop Initiative  
**Laptop Procedures**

The Walton County School District (WCSD) has a one-to-one laptop initiative. This initiative provides all middle school and 9<sup>th</sup> grade students with a laptop. All laptops are the property of the WCSD and should be used for educational purposes. **No student should use a WCSD laptop for personal use of any kind.** The following procedures will serve as guidelines for use of WCSD laptops and their checkout by schools to students. All students and their parents will be required to sign this form acknowledging that they have read and agree with the school district checkout procedures before a laptop can be taken to a location other than a school district facility.

1. All use of WCSD laptops must be for educational purposes. Students are not to use the computers for personal use. Families of students may not use the laptop.
2. Students who check out a laptop assume full responsibility for basic care of the device.
3. Students who check out a laptop assume full responsibility for security of the device and accessories on and off school premises.
4. Students who check out a laptop assume full responsibility for reporting device problems, breakage, damage, loss or theft immediately (in the event of theft, a police report must be filed).
5. Students who check out a laptop assume full responsibility for repair cost due to intentional damage or damage due to neglect.
6. Students who check out a laptop assume full responsibility for the replacement cost of the laptop 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, including loss of use due to fire, flood, lightning, or any other cause.
7. If a laptop is lost or damaged by a student, the student **must** check out / in the laptop daily from a designated location at the school.
8. There is a technology fee of \$35.00 that must be paid when the laptop is issued.

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

DEVICE TYPE: \_\_\_\_\_ Serial/Property NUMBER: \_\_\_\_\_

DEVICE:  CHARGER:  BAG:

STUDENT NAME(PLEASE PRINT): \_\_\_\_\_ SCHOOL: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Address (street): \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Address (city/zip): \_\_\_\_\_