

MSAD 11- Laptop Take Home Permission Form

For further details on each point listed below please refer to the [Technology Policies](#) found on the MSAD 11 website at <https://www.msad11.org>.

General Guidelines: The laptops are issued to students as an educational tool and should be used in that capacity. Students and families are responsible for any costs associated with repairing/replacing a laptop.

Security

- Students are responsible for the security of their laptops at all times. Any loss or theft must be reported to the school, technology staff and/or local Police immediately.
- Laptops are issued and registered to an individual student. The student is responsible for their assigned laptop at all times.
- For security reasons, students are required to have a passcode on their laptop.
- Parents/Guardians will have the right to their child's login credentials and configure restrictions.
- Internet filtering is implemented on our school network, not on the device. Other networks (such as a home network) may or may not have Internet filtering enabled.

Responsibilities

- Cost for replacement and/or the repair of damages that are not covered by the warranty and that occur to the laptop while it is assigned are the sole responsibility of the undersigned parent/guardian. Participation in the laptop protection program will limit a family's cost associated with non-warranty repairs.
- Intentional damages and negligence are not covered by the laptop protection plan.
- Potential costs for lost or damaged laptops and accessories include:
 - Full replacement costs of a laptop - \$350 Chromebook
 - Power Adapter/Syncing Cable - \$45
- Participation in the laptop protection program for \$25 per year is suggested, but not required in order for students to take the laptop home.
- If the laptop is stolen while assigned to you, it should be reported to the local Police authorities and MSAD 11 technology personnel immediately.
- Laptops must be returned to MSAD 11 Schools if the student is no longer enrolled at our school, or if attendance is deemed as truant by the school.
- All laptop accessories should be returned in good condition and in working order at the end of the school year and/or when requested by the school. Laptops that are returned will be re-issued to the student at the beginning of the next school year.
- Students are responsible for the charging of their laptop and ensuring that a charged laptop is available for all their classes. Students should plan on charging their laptop while at home for use the next school day.
- Student's personal use (games, music, etc.) of the laptops in school is limited and only allowed with a teacher's permission.

MSAD 11 Laptop Take Home Form
Complete and return this form to the School Technology Office

Student Name:

Grade Level:

School:

Families must please pick one of the following options (please check one only):

<p><input type="checkbox"/> Yes, we would like to take advantage of the Laptop Protection Program. We understand that the program covers accidental damage not covered by a warranty. Lost or stolen property must be reported to the local Police department. <i>Please make checks payable to MSAD 11 for \$25.</i></p> <p><input type="checkbox"/> No, we would not like to take advantage of the Laptop Protection Program. We are aware that a student taking technology equipment home is responsible for any damage, lost, or stolen laptops and/or accessories. Any accidental damage or lost items will be replaced at full cost to the parent. I do give my child permission to bring the school issued laptop home.</p>
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<p><input type="checkbox"/> I do not want my child to bring their school issued laptop home.</p>
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Cost of devices and peripherals

- Non-warranty or missing Chromebook Laptop repairs/replacements: \$35-\$350
- Non-warranty damaged or missing charger: \$45
- Non-warranty damaged or missing case: \$40

Your signature below indicates your knowledge of the guidelines and responsibilities listed above and in School Board Policy IJNDB and IJNDB-R.

Parent/Guardian signature

Date

Student signature

Date

Print Student First & Last Name

Student ID#

For Internal Use Only:

Date Received: _____

Processed By: _____

Amount of Check: \$ _____

Check Number: # _____

Amount of Cash: \$ _____

Receipt Number # _____

Approved: February 1, 2024