Clarkson Public Schools
1:1 Computer Usage Agreement

Mission Statement: Empower students to engage in the digital world.

Why is Clarkson Public School implementing a 1:1 Laptop Initiative?

Today's students will be graduating into a world that is very different from the one into which their parents graduated. Students must be challenged and supported to master content as well as develop the skills often referred to as "21st Century Skills". These include: creativity and innovation skills, critical thinking and problem solving, excellent communication and collaboration skills, technology literacy skills, civic and cross-cultural skills, and the productivity and leadership skills which will enable them to be responsible, self-directed learners and employees.

How will the students' learning experience be enhanced?

Having a 1:1 computer initiative enhances student technology access because they are afforded the ability to use technology at any time of the day. Students have computer access in every class, during their classes, and at home. With the ability to use computers at any time of the day, teachers can expect students to have assignments, papers, and other technology-related projects completed outside of class, allowing students to expand on their learning outside of the classroom. By maintaining these expectations, teachers gain back blocks of instructional time. Teachers also gain back the time that it takes to push carts, take out laptops, log in, and return laptops. The ability to access the computers every day or at need in a classroom allows students to be more in control of their learning and helps turn the teacher into the facilitator of knowledge rather than the lecturer of knowledge. Training and examples for both staff and students would need to occur for these types of classroom shifts, or flips, to happen.

How will the computers assist student assessment and learning?

Having computers available will allow teachers to use online assessments to provide feedback and monitor student progress. The 1:1 access will allow students to take those assessments either in class as a quick snapshot, or they could be assigned for students to do outside of class as well. As we push our students to become global learners and literate as 21st Century Learners, a 1:1 seems to be a viable option for allowing tools to be easily accessible to students. Each student can quickly and easily post to a blog, upload a podcast, or take a survey for understanding so teachers can adjust to the needs of the class. These daily tools, which are currently untapped, would be available if each student had his or her own computer.

What is Digital Citizenship?

Digital citizenship describes the standards of appropriate, responsible technology use. It is a concept, which helps teachers, technology leaders and parents understand what students/children/technology users should know to use technology appropriately in a society full of technology. We encourage parents to be aware of the programs and apps on the device, as well as the activities students are engaged in when using the device.

In order to protect our students while using electronic devices at Clarkson Public Schools. The school has the ability to search/review students' school emails, docs, pdfs or other content that may be involved with harassment, bullying or inappropriate usage of school devices.

Google Consent

At Clarkson Public Schools, staff sometimes use or implement online applications and software that might share a student's information with third-party applications. Federal and state law impose requirements on the student data that can (and cannot) be shared with outside entities. Additionally, parents and guardians may opt out of any online program or software that shares student data with third-party applications. Unless a parent or guardian opts out of any program or software, the District will assume that parents and guardians consent to their students accessing the applications and software tools at school.

1:1 Computer FAQ (Frequently Asked Questions) Information for Students

How much do I have to pay for my laptop?

- A $30.00 rental fee will be required before laptop checkout. This money will go into an account to help cover accidents not covered by Apple Care. While we reserve the right to charge more for intentional or malicious damage or theft, we don't anticipate any student being financially burdened by any costs associated with this initiative.

What if my laptop is stolen?

- You and your family must file a police report within 24 hours of the theft.

Should I carry insurance on my laptop?

- Some parents in other school districts take out insurance through their homeowner's policy.

What happens if the laptop stops working?

- AppleCare is the name of Apple's Protection Plan and our lease includes this service for the entire 3 years. Most often laptops will have to be mailed in to AppleCare and should be returned to us in working condition or replaced within a week or two. Loaner laptops will be available for students while theirs is being repaired, and they will be able to access their files and documents from the server to use with the loaner laptop.

Can we swap power cords?

- NO. Every power cord is labeled with the User Name that it belongs to. Students need to be responsible for their own equipment. At the end of the year, students will be responsible for returning the same laptop, and power cord that was checked out to them.

Can I carry my MacBook in my own case or backpack?

- NO. Students must carry their MacBook in the school-issued carrying case.

Can the students change the outward appearance of their laptop? (Adding decals, etc.)

- No, only school/name labels will be allowed on the laptop.

How will the school know what we do on the MacBooks?

- Apple Remote Desktop can be used to watch, block, send messages, etc., at any time you are on the local network. In addition, every MacBook has software installed, which takes a screenshot of your computer at various intervals. This will take place both at school and at home. An administrator can play these screenshots back at any time and your laptops are subject to random and routine checks. Teachers will have the ability to monitor students' use of the computers throughout the day with a program called LANschool.

Major Infractions (Automatic loss of Laptop-Consequences will be determined on a case-by-case basis)

- Anything illegal, including non purchased music
- P2P file sharing of any sort
- Changing the configuration of the laptop, installing or removing software or hardware without consent
- Physically altering the MacBook or attempting self-repair
- Cheating
- Cyberbullying or harming others
- Recording (audio or video) others without their permission
- Using another person's password, login, or computer without consent/"hacking"
- Pornography

Where does a student go for technical support?

1. Check with your classroom teacher
2. Send email to tech support: **jtrotter@clarkson.esu7.org**
3. See Mr. Trotter if the first two can't or don't get it resolved.
   - Mr. Trotter will respond to the request within 24 hours during the school week and 48 hours over the weekend.

What happens when I need help with my laptop at home or on the weekends?

- Students should refer to the school website, specifically the FAQ resource. Also, students can email tech support at: **jtrotter@clarkson.esu7.org**. This will send a request to Mr. Trotter.

How do I deal with the power limitations of a laptop?

- Students should charge their laptop every night at home and always bring it to school fully charged. A fully charged battery should get at least 6 hours of use during the school day. Students will carry their power cords with them in their cases and,

if needed, could plug into outlets and power strips to charge in any class.

Can I listen to music and/or check my email while I am in class?
- This is a decision left up to the individual teacher. There is a time and a place for headphones as well as a time and place without them. Email should be used for academic-related purposes, and if abused, can be taken away on a student-by-student basis or a blanket policy change.

How will we back up our laptops?
- Laptop users will be able to save to their server/Google account or zip (flash) drives to backup data.

What to do when my laptop is not in use…
- In between classes? Put the laptop to sleep and carry it in the school-issued carrying case.
- During PE, etc? Store laptops in the cases, LOCKED, in student lockers. (Not allowed in locker rooms).
  - Padlocks are available for a refundable rental fee of $5 through CPS for the calendar year.

Can we take our MacBooks out of town on school/personal trips?
- Remember the focus of the initiative is on 24/7 learning. Being able to learn while traveling or outside of the school building is a prime goal. Remember that along with this privilege is a great responsibility. Students must responsibly protect and take care of their laptop even when a teacher is not present.

Can everyone in my family use my laptop?
- The students are ultimately responsible for their laptops; just like any school-issued item. Should another family member misuse the laptop, the student who is ISSUED the laptop will be held responsible.

Can we use our own personal MacBook (or any laptop) at school instead of the school-issued one?
- No. At school all will need to use the school-issued computer. This will have the settings, access to the server, and programs needed by the student while at school. The student's personal computer may be used at home, of course.

How will students be kept safe on the Internet?
- CPS will ensure that Internet access is filtered at school AND at home. We filter the Internet to remain in compliance with Federal Mandates to ensure safety of all students. This filter will report back to the school. Screenshots of computers (not with the camera) will be taken at various intervals at both home and at school. Administrators will have the ability to access these screenshots to monitor use.

What if teachers suspect and/or notice abuse or misuse?
- Abuse will be physically obvious…misuse will have to be verified with the administration and/or Apple Remote Desktop. Teachers should not hesitate to contact Mr. Lemburg or Mr. Trotter if any problems are seen. Staff will not hesitate to take away student laptops, especially early on, to hopefully deter future misuse. The length or severity of the punishment will be dependent on the situation. A documentation process will be utilized so that repetitive offenses will be dealt with accordingly.

Can I keep my school issued computer over summer break?
- No. Computers will be turned in at the end of each school year.

What if my family does not want to participate?
- The laptop is a required tool for learning during the school day. If families do not wish to allow their child to participate, he/she will pick up his/her laptop in the morning and check it in at the end of the school day. Hopefully, over time, all will see the learning benefits that are possible with CPS 1:1 Laptop access and will consider participating.

Student/Borrower:_____ Student Username: _____

Parent Responsibilities

Your son/daughter has been issued a MacBook computer to improve and personalize his/her education this year. It is essential that the following guidelines are observed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my son's/daughter's use of the MacBook at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my son's/ daughter's use of the Internet and email.
- I will not attempt to repair the MacBook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the MacBook.
- I will not load or delete any software from the MacBook.
- I will make sure my son/daughter recharges the MacBook battery nightly.
- I will make sure my son/daughter brings the MacBook to school every day.
- I agree to make sure that the MacBook is returned to the school when requested and upon my son's/daughter's withdrawal from Clarkson Public School.

Student Responsibilities

Your MacBook is an important learning tool and is for educational purposes only. In order to take your MacBook home each day, you must be willing to accept the following responsibilities.

- When using the MacBook at home, at school, and anywhere else I may take it, I will follow the policies of the Clarkson Public Schools—especially the Acceptable Use Policy, located in the CPS Handbook—and abide by all local, state, and federal laws.
- I will treat the MacBook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the MacBook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the MacBook.
- I will not remove programs or files from the MacBook.
- I will honor my family's values when using the MacBook.
- I will not give personal information when using the MacBook.
- I will bring the MacBook to school every day.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to clean or repair the MacBook.
- I will recharge the MacBook battery each night.
- I will return the MacBook when requested and upon my withdrawal from Clarkson Public School.

Laptop user fee per year:

1st child	$30
2nd child	$20
3rd child	$10

Fines:	Student/Family Responsibility:
Laptop damages not covered by AppleCare that require repair by CPS (cracked screens, liquid spills, etc.)	Pay the entire cost of the damage (repair/replacement)
Missing/Damaged power cords (A/C adapters)	$80.00 each
Lost/destroyed laptop case (Your laptop case is like a textbook. If you deface, damage or destroy it, you will buy it.)	$35.00

Daily Care and Use of your CPS MacBook

Every School Day
- Make sure MacBook is fully charged
- Put your charging cord in your bag
- Zip your computer in your bag
- Bring your bag to school!

In Between Classes
- Close your lid! (Put it to sleep)
- Zip it up in the bag!

Before you go home
- Log out OR Power Down

When not using your laptop (P.E. or practice, etc.)
- **Lock** your laptop in your locker

Every night
- Fully charge your laptop!

Once in awhile
- Clean with soft cloth or pre-approved cleaning solution (NEVER spray any cleaning solution directly on laptop)

Never
- Leave the MacBook in your car or garage overnight!
- Cram any additional objects in your laptop bag
- Remove your luggage tag name identification
- Use near or with liquids

Most common accidents to avoid
- Dropping it
- Knocking it off a desk
- Spilling liquid on it
- Smashing into a wall
- Ball or heavy object landing on it
- Pencils or other sharp objects inside the bag damaging the screen
- Lost power cord

Student/Borrower: _____   Grade: _____

Cell Phone: _____   Home Phone: _____

Checkout Date: 8/15/2025 or _____   Latest Date for Return: 5/20/2026 or _____

Item Description	Information	Make: Model:	Serial Number/Item Number	Condition
Apple MacBook Laptop Computer	S/N & User names are labeled on top of the computer.	Make: Model:		New/Good
Apple Charger	Charger labeled with your name. The charger comes in 2 pieces – Brick section, & Power Cord			New/Good
Carrying Case	Bag will be numbered	Brand Name: STM		New/Good

The above listed items are being lent to Borrower and are in good working order. It is Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all times remains the property of Clarkson Public Schools of Clarkson, Nebraska, and is herewith lent to the student for educational purposes only for the Academic School year. Students may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing his/her right to use this computer. The equipment will be returned to the school when requested by Clarkson Public School, or sooner, if the student withdraws from Clarkson Public School prior to the end of the school year. The District Property may be used by Borrower only for non-commercial purposes, in accordance with the District's policies and rules, the Clarkson Public School Acceptable Use Policy, as well as local, state, and federal statutes. Borrower may not install or use any software other than software owned or approved by the District and made available to Borrower in accordance with this Receipt and Agreement. Borrower agrees not to make any unauthorized use of or modifications of such software.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's diskettes or other data storage medium and Borrower agrees to use Borrower's best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.

Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower's use of the District Property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Clarkson Public School.

Parent Signature _____Print Name _____

Student Signature _____ Date _____

Signature of District Representative _____