

Liberty County School District Home Laptop Use Guide

These procedures apply to the use of all home laptops owned by Liberty County School District (LCSD) used off school property. Students are expected to follow these procedures when using any device owned by LCSD.

District home laptops are to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications. Students will act in accordance with the Technology Acceptable Use Policy when using the District's computers.

Students must comply with and agree to the following conditions prior to being issued a home laptop:

- Prior to being issued one of the District's home laptops, students sign the **LCSD Student Home Laptop Checkout Form** and agree to all outlined procedures.
- Students must **NOT** attempt to or install software, hardware or change the system configuration including network settings on any equipment assigned to the student member without prior consultation with LCSD Technology.
- Students are expected to prevent damage and theft to all District electronic equipment assigned to them.
- Students are held personally and monetarily responsible for any loss or damage caused by intentional vandalism or negligence concerning assigned district electronic devices.
- Students will not be held responsible for manufacturing defect or technical problems resulting from regular school-related use.
- Students must provide access to any equipment and/or accessories they have been assigned upon the District's request.

Suggested Precautions for Home Laptop Use

- Do not place drinks or food in close proximity to your device.
- Extreme temperatures or sudden changes in temperature can damage a laptop. Do not leave your laptop in a vehicle.
- When using your laptop, keep it on a flat, solid surface. This will allow air to circulate through it. For example, using a laptop directly on a bed can cause damage due to overheating.

Suggestions on How to Avoid Computer Theft

The portability of laptops and many electronic devices make them especially vulnerable to theft. Below are some tips on protecting a laptop and other electronic equipment from being stolen:

- Do not leave a laptop or any electronic equipment in an unattended vehicle, even if the vehicle is in your driveway or garage.
- Never leave the equipment in plain sight.
- Take your laptop/electronic equipment with you when you leave a public space or room. Do not leave it unattended.
- Store laptop in a secure location.
- If a theft does occur, immediately notify the school.

The District reserves the right to update and/or modify these procedures at any time.

If you need laptop/technology support, contact your teacher or someone at the school and they will find the appropriate person to help.

Student Signature: _____

Student Name (Printed): _____