



Ventura County Office of Education
Laptop Home Use Guidelines

Care of Laptop at School & Home

The Special Populations Department at the Ventura County Office of Education is offering qualified students the use of a netbook (Acer Aspire 1410), printer and carry bag. Prior to accepting this loan of equipment, please discuss and sign this form after reading the "VCOE Acceptable Use Policy".

The Ventura County Office of Education (VCOE) is providing students access to a laptop as a way to encourage continued educational achievement and allow students access to this technology at home as well as school. In order for this to happen, the following guidelines have been developed:

Congratulations! You have completed training and are being assigned a laptop, printer and carrying case. By now you should understand your responsibility and signed appropriate policies that the Ventura County Office of Education has adopted. Computer laptop guidelines and rules for home use should clearly define the provisions for care of the machines and expectations for appropriate use.

A basic overview of safe handling is below, along with cleaning information.

(Please Print) Student's First & Last Name DOB Netbook Serial Number

Current home address(number, street, city, zip) Home Phone Cell phone

Social Worker/Probation Officer's Name (if applicable):

"As a parent/guardian, I grant permission for my student to use an Acer netbook. I understand that my student may access services such as electronic mail, the internet, and perhaps other on-line services. I have read and agree with the Ventura County of Education Acceptable Use Policy and understand that I may be held responsible for violations by my student. I understand that some material on the Internet or on-line services may be objectionable. I agree to accept responsibility for guiding my student and conveying to him/her appropriate standards for usage of the netbook and exploring information and media. I agree to be responsible for reasonable efforts to assure my student's netbook is protected. I agree to contact the Ventura County Office of Education immediately if my student moves from the current residence for tracking purposes. I understand that I may elect to have the netbook returned to VCOE if I feel that the student is not using the netbook in a responsible manner.

(Please Print) Parent/Guardian Name Date

Parent Email Address Parent work phone Parent cell phone (if applicable)

Parent/Guardian Signature

"I have read the Acceptable Use Policy and agree to follow the rules in the policy. My technology (netbook) privileges will be taken away from me if I violate any of the rules. I understand that additional disciplinary or legal actions may also result from any misuse of the netbook. I understand that there will be no second chances and that school officials will inform my parent/guardian and social worker/probation officer immediately of any violations of the policy. I agree to return the netbook, printer and carry case to VCOE upon request by VCOE officials, my caregiver or my social worker/probation officer.

Student Signature Date

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Terms: Guardians and students must attend the one day computer training class presented by VCOE. It is the responsibility of the student and the parent/guardian to know the guidelines in the Acceptable Use Policy. Guidelines are to be reviewed by students and guardians periodically. The laptop issued to each student is an educational tool and should only be used in that capacity. Students should have no expectation of privacy in their use of the laptop computer. Guardians have the right to their child's login password in order to facilitate in the supervision of the student's computer usage at home. It is the expectation that the laptop will be used in a common family location so that adult supervision can be maintained.

Loss or Damage: If the laptop is stolen, it should be reported to the local police department and VCOE- FYS department immediately. If the laptop is damaged or stolen, there will not be a replacement and the student loses the right to obtain a laptop for at least one year.

Repossession: If the student does not fully comply with all terms of the guidelines and acceptable use policy, including the timely return of the property, VCOE shall be entitled to declare the student in default and come to the place of residence or other location of the property, to take possession of the property.

Term of Agreement: Your right to use and possess the property terminates no later than the student's high school graduation date unless terminated earlier by VCOE.

Appropriation: Your failure to timely return the property and the continued use of it for non-school purposes without VCOE's consent may be considered unlawful appropriation of VCOE property.

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General Handling and Care for Guardians/Parents and Students to know:

- Mishandling of your laptop could result in you losing it!
- The laptop is fun to use, but it is not a toy! Remember that it is a computer and must be handled with care.
- The laptop belongs to the Ventura County Office of Education. They are on loan to you to use as a tool for learning.
- The Microsoft carrying case should be used when transporting the laptop. The case may be used inside your backpack as well as carried independently. Normal precautions should be taken at all times.
- Protect the laptop from the weather.
- Protect it from heat or cold. Don't leave your laptop in a car overnight, near a heat source, etc.
- Do not eat or drink near where you are using the laptop. Laptops should not be used in cafeterias, at dinner tables, etc. while food/drink are present.
- Close the laptop carefully – from the center of the screen – Do Not Slam It Shut!
- Use the laptop on a flat, stable surface... if it falls it may break! Do not use the laptop in your lap. The laptop should be on a flat smooth surface to maintain air flow around the bottom case. Placing the laptop on a pillow or on your bed will cause the laptop to overheat.
- Do not insert things into openings (slots) of the laptop.
- Be patient. Sometimes computers require time to do their jobs.
- Never charge the laptop while it is in the carrying case. The laptop should be in a ventilated space while charging.
- For your own health, when using the computer, it should be kept at least 18 inches from your eyes and the screen should be at a lower level than your eyes.
- You MAY NOT mark the laptop in any way with markers, stickers, etc.

Cleaning

- Wipe the surfaces lightly with a clean, soft cloth.
- Do not use water or other cleaning solutions on the laptop.
- To keep the screen clean, do not touch it with your fingers.

Cables

- When charging cable needs to be connected, be sure to line it up correctly when inserting and removing it.
- If the battery is not charging, do not wiggle the power cord. Try removing it and fully reinserting it.
- Be careful not to jerk the laptop around when cables are attached.

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