

Miller City - New Cleveland School District

Laptop Computer

Request For Home Use



THE USER OF DISTRICT OWNED EQUIPMENT SHALL BE FULLY LIABLE FOR ANY DAMAGE OR LOSS OCCURRING TO THE EQUIPMENT DURING THE PERIOD OF ITS USE AND SHALL BE FINANCIALLY RESPONSIBLE UNTIL ITS SAFE RETURN.

THE SCHOOL NOTEBOOK COMPUTERS MAY BE CHECKED OUT OVERNIGHT TO BE RETURNED FIRST THING THE FOLLOWING MORNING. EXCEPTIONS ARE: FRIDAY WHEN THEY ARE OUT FRIDAY AFTERNOON AND BACK FIRST THING MONDAY MORNING.

Please follow these guidelines when you have a district-owned computer notebook in your possession:

1. Sign it out and back in within the allotted timeline.
2. For educational use only.
3. Avoid excessive jarring.
4. Do not expose to any magnetic or electrical devices. (TV, stereo, microwave, radio)
5. Do not use outdoors.
6. Do not expose to extreme temperatures. (i.e., do not leave in car in the hot summer or the cold winter temperatures.)
7. Do not load any software.
8. Transfer saved files to your home directory at school
9. Do not delete anything that is currently on the computer's hard drive.
10. Plug the computer in rather than use the battery. Make sure the computer is charged before returning.
11. Be sure to shut down the operating system when finished. Do not simply close the computer.
12. If a problem should occur, give immediate notification. (Make written note of problem or error message.)
13. Physical damage is the responsibility of the user.
14. Inability to follow these rules will result in loss of privileges as well as additional disciplinary consequences as deemed by the principal and or technology coordinator.