

SEA's Laptop Program



STUDENT "OPT OUT" GUIDELINES

Students: Read guidelines & fill out & sign at the bottom.

GUIDELINES FOR LAPTOP RECHARGING:

1. You are responsible for your laptop, charger and cover at ALL times.
2. You must have a charged laptop for use in all classroom at ALL times.
3. You **CAN NOT** take your laptop off of the district campus. (*unless you change laptop status*).
4. When not in use, your computer should be kept in its cover at ALL times.
5. You will be assigned a "charging" station based on your last period or end of day activity.
6. Your charging location for your computer is assigned by the building principal only.
7. You must drop off your laptop at your charging station at the end of each school day.
8. You must connect your laptop to your charger at your charging station before you leave.
9. You can leave your laptop cover near your recharging station while it is charging each day.
10. You can keep your labeled laptop charger plugged in at the charging station.
11. You must pick up your laptop every morning from its charging location before classes.
12. Align the power cord carefully when connecting it to or removing it from the laptop.
13. If you are unable to carry your laptop, (ie. PE Class) it should be locked in your locker throughout the day, BUT it must be returned to the charging station at the end of the day.
14. Laptop batteries should provide you with 6-7 hours on a full charge.
15. Report any problems with your laptop or charging station immediately to your teacher.
16. **REMEMBER:** If you do not return your laptop to your charging station at the end of each day, it will be reported to the principal and you will get a level one disciplinary infraction. A second infraction will result in a detention.

STUDENT LAPTOP RECHARGING AGREEMENT

"My signature below declares that I will abide by the Laptop Recharging Guidelines above to the very best of my ability, and understand that it is MY responsibility to make sure that my laptop is charged so it is ready to use in all of my classes daily."

FILL OUT ALL THE INFORMATION BELOW:

Date: _____

Student Name: _____ Grade: _____

MY LAPTOP CHARGING LOCATION IS: _____

Student Signature: _____

(Student should receive a copy of this form. The original form will be kept in the Technology Office files.)