

**LANCASTER COUNTY CAREER AND TECHNOLOGY CENTER**  
**Administrative Guideline**  
**LCCTC Provided Laptop Computers**  
**For Students**

In keeping with the increased use of technology in instruction, the Lancaster County Career and Technology Center will provide laptop computers, iPads, and Chromebooks for student and teacher use. Teachers are encouraged to take advantage of mobile technologies to provide more flexibility for instruction and classroom preparation. Students are provided with a laptop computer for education purposes to aid in their overall learning.

When a laptop computer is provided, the following guidelines will be in effect:

- The laptop is the property of the Lancaster County Career and Technology Center and for the teaching & learning use by the Lancaster County Career and Technology Center employees and/or students. Placing stickers, writing on, engraving or otherwise defacing/marketing the laptop or case are prohibited. The laptop should always be used under the employee's or student's supervision. The assigned student assumes the responsibility for the actions of others while using the laptop.
- The laptop issued to you is intended for use for school-related business as for productivity, curriculum, and for research and communication. The laptop is not intended as a replacement for any computers you may own personally, and should not be used for non-work or non-school related purposes.
- No one other than the student or staff member is allowed to use any laptop computer or related equipment and accessories that have been provided to you by LCCTC.
- All LCCTC "Acceptable Use Policies" for the Internet apply when using LCCTC-owned computers.
- No software, apps or programs may be downloaded or installed on LCCTC-owned computers except as authorized by the technology department.
- Internet Service Provider software which changes the configuration of the computer may not be installed on LCCTC computers without prior written permission. Such permission would only be given to meet an LCCTC need.
- The student assumes full financial responsibility for LCCTC computers that are lost, stolen, or damaged - - intentional or unintentional- - while the student has the laptop off-site. Should damage occur, the student's family is encouraged to check with his/her homeowner's insurance.
- The LCCTC-owned laptop must be turned in at the end of the school year so the technology department may perform regular maintenance and updates as needed. Assume that the computer will be erased over the summer and protect your documents accordingly. In the rare instance that one may need the laptop over the summer that needs to be scheduled with the Director of Information Technology directly.
- LCCTC personnel are not permitted to assist the student with configuration of the computer for use at home.
- Prior to a laptop computer being issued to an student, agreement to the above guidelines must be indicated by signature (over).

In the event a student damages LCCTC equipment due to negligence or improper handling, the student will be responsible to pay the depreciated value based on a 4-year life expectancy.

For example, if the replacement value is \$1,200, then the maximum financial responsibility to repair or replace is the following, determined by age of equipment:

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
	\$1,200	\$960	\$600	\$240
% of value	100%	75%	50%	25%

However, if repairs are less than the depreciated value, the student will be responsible to pay 100% of the repair cost.

**Suggestions for the care and protection of your LCCTC-provided laptop computer and LCCTC-owned data:**

- Keep all of your documents in the network drive identified for student use. These folders are backed up every night, while documents on your hard drive are not.
- Avoid the use of hand creams when using the laptop's built-in keyboard and track pad. Grease and oil from these creams can damage the keys and attract dust and dirt.
- Keep food and drinks away from the laptop computer. Spills can be fatal to the electronic components of the laptop.
- Avoid extreme temperatures with the laptop. Do not allow computer to sit in the car in either extreme cold (below freezing) or extreme heat. While temperatures outside the vehicle may seem reasonable, temperatures inside a closed car can be well over 100 degrees on a sunny day.
- When using the laptop, keep it on a flat, solid surface so that air can circulate through and around it. Using a laptop directly on a bed or cloth surface can reduce the computer's ability to take in air for cooling. This can result in heat related damage.
- Avoid movement as much as possible when using the laptop. Motion can cause damage to the internal hard drive. When moving the computer from one location to another, close the lid and wait a few seconds before picking it up to move it. This allows the computer to go into sleep mode where the hard drive is in a protected position.

**Suggestions to reduce the likelihood of theft:**

- Do not leave the laptop unattended in a vehicle in plain sight. If you must leave it in the vehicle, assuming the temperature will not be extreme, place it in the trunk or keep it covered so as not to make it easily identifiable as a laptop.
- Do not leave the laptop unattended in the presence of others; always keep the laptop in a secure place.
- Never check your laptop as luggage nor stow it inside another piece of checked luggage when traveling by air. Always carry it on to the plane as a carry on.

I/we understand the expectations outlined in these guidelines and agree to be financially responsible for damages caused by negligence, theft, or improper handling.

**Student/Parent Acknowledgement**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name:		E-mail:	
School:		Room #	
Home phone:		Cell phone:	
Home address:		City, state, zip:	
Are you purchasing device insurance(Cost \$20) Yes or No			
Product	Model	Serial #	LCCTC Asset Tag #