

# Cape Elizabeth High School

## Laptop Take Home Permission Form

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Please sign and return this form to your child's teacher at the Cape Elizabeth High School. A signed copy of this document will be kept on file in the Technology Office of the Cape Elizabeth School Department, 320 Ocean House Road, Cape Elizabeth, ME 04107.

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### **Guidelines**

- The iBook issued to each student is an educational tool and should only be used in that capacity.
- In order for an iBook to be distributed to a student, parents must sign and return this form to Cape Elizabeth High School.
- Primary storage for laptops will be in the school issued hallway lockers.
- We would prefer that iBooks not be taken into locker rooms, onto playing fields, basketball courts, etc. Students/parents assume responsibility for loss, theft and/or damages to an iBook taken into these and any other locations.
- We would recommend that students participating in extracurricular activities store his/her iBook in a locked student locker.
- When at home, the iBook should be used in a common family location with adult supervision.
- An Internet filtering system is used within the school's network but is not available for home use.
- Parents/Guardians will have the right to their child's login password.
- Charging your laptop is the responsibility of the student. Students should plan on charging their iBook while at home for use the next school day.
- Printing is available at school on several networked printers throughout the high school.
- Printing and wireless network services are available throughout the high school. We can assure these connections are available at school and will assist with home setups, as time permits, but cannot guarantee these connections at home.

### **Responsibilities**

- If the iBook is stolen while assigned to you, it should be reported to the local police authorities and Cape Elizabeth High School personnel immediately.
- Cost for replacement and/or the repair of damages that are not covered by the warranty and that occur to the iBook and its carrying case while it is signed out are the sole responsibility of the undersigned parent/guardian. (Replacement cost of an iBook is about \$1000. Replacement of the screen could cost up to \$500)
- All iBook accessories should be returned in good condition and in working order at the end of this school year.

Potential costs for lost or damaged iBook accessories include:

- Power Adapter - \$45
- Keyboard - \$30
- Power Adapter Gizmo - \$5
- Carrying Case - \$22

- Laptop must be returned to Cape Elizabeth High School if the student is no longer enrolled at our school.
- Laptop must be returned to the school Technology Office (across from Library) on the last scheduled day of classes of the current school year.

**This form gives permission for Cape Elizabeth High School school staff to issue an iBook to the student listed below. Signatures below indicate acceptance of the guidelines and responsibilities listed above.**

Printed Student Name : \_\_\_\_\_ Laptop Asset Number: \_\_\_\_\_

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

Printed Parent/Guardian Name: \_\_\_\_\_

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