



# COMMONWEALTH-PARKVILLE SCHOOL

P.O. BOX 70177, SAN JUAN, PR 00936-8177

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Web Site: [www.cpspr.org](http://www.cpspr.org)

## CPS Laptop Student Agreement

### I agree that I will:

- Respect my laptop and other student's laptops. I will not lend or borrow any student laptop. I will be responsible for any damage done to any laptop.
- Be prepared and have my laptop ready to work at the beginning of each class.
- Secure my laptop appropriately at all times and will store the laptop in the locker when not in use or during snack, lunch. When moving from class to class, I will carry it in an appropriate laptop bag.
- Use the laptop only for activities my teacher has allowed. I will follow teacher's laptop guidelines.
- If in need of a loaner laptop, I am responsible of making the necessary arrangements to receive this service before the school day begins, during snack, lunch or after school. During class, it will not be allowed.
- Report any loss or damages to a loaner laptop and report it immediately to CPS LAN Administrator. (Repair costs will be charged to the parents.) If I misplace a loaner laptop, I will lose "loaner" privileges for the semester and my parents will be charged for the replacement cost. If laptop is found at a later date, my parents will be refunded the replacement cost less the rental charges for the days lost.
- Bring my laptop every day, fully charged. I need to bring my laptop charging cable in case I need it.

### When using CPS Network, I agree I will:

- Act responsibly when accessing the Internet. Only access teacher authorized sites at the appropriate times.
- CPS network should be used only for research or information gathering that is directly related to academic purposes.

### I agree I will NOT:

- Send defamatory e-mail. Email (or any other electronic communication) should be used for legitimate and responsible communication. Rude, profane, abusive, or threatening or otherwise inappropriate language is not permitted.
- "Hack" into any computer system.
- Share password or personal information with anyone in the Internet or via e-mail
- Engage in unauthorized use of CPS network.
- Use copyrighted materials that exceed fair use without written permission of the writer. I am expected to follow all copyrights laws. The sharing or transferring of copyrighted materials is strictly prohibited.
- Display screen images, wallpapers and screen savers which might be distracting or offensive to other members of the class.
- Email, browse the Internet, play games, chat or perform other off tasks activities.

### Consequences:

- **Referral to the Dean of Students for disciplinary measures according to the Student Handbook**

## CPS Laptop Student Agreement

Student name: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Parental Permission

I have read this Student Agreement and understand my child's responsibilities in the use of the laptop, computer network and Internet.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Parent/Student Copy**

## CPS Laptop Student Agreement

Student name: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Parental Permission

I have read this Student Agreement and understand my child's responsibilities in the use of the laptop, computer network and Internet.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

- Please return this form to Homeroom teacher during first day of school.