School Computer Policy, Procedures, and Information
Viborg-Hurley High School

Viborg-Hurley High School Computer Program

The focus of the Learning with School Computers Program at Viborg-Hurley High School is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the school computer. The individual use of school computers is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. School computers encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with School computers integrates technology into the curriculum anytime, anyplace.

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The policies, procedures and information within this document apply to all school computers used at Viborg-Hurley High School, including any other device considered by the Principal to come under this policy.
Teachers may set additional requirements for computer use in their classroom.

1. RECEIVING YOUR SCHOOL COMPUTER
School computers will be distributed each fall during "*Student Registration & School computer Orientation.*" **Parents & students must sign and return the <u>School Computer Protection</u> plan, <u>Student Pledge</u> documents, and the $40 coverage payment before the school computer can be issued to their child.** Please review the School Computer Protection plan included in this handbook. School computers will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original school computer each year, if possible, while enrolled at VHHS.

2. TAKING CARE OF YOUR SCHOOL COMPUTER
Students are responsible for the general care of the school computer they have been issued by the school. School computers that are broken or fail to work properly must be taken to the Technology Coordinator.

2.1 General Precautions
- No food or drink is allowed next to your school computer at any time.
- Cords, cables, and removable storage devices must be inserted carefully into the school computer.
- Students should never carry their school computers while the screen is open, unless directed to do so by a teacher.
- School computers should be shut down before moving them to conserve battery life.
- School computers must remain free of any writing, drawing, stickers, or labels that are not the property of the Viborg-Hurley School District.
- School computers must never be left in a car or any unsupervised area.
- Students are responsible for keeping their school computer's battery charged for school each day.
- The cord, stylus and battery must be either connected to the school computer or in the carrying bag at all times.

2.2 Carrying School computers
Students are responsible for purchasing a protective backpack for their computer. The backpack should protect the school computer from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:
- School computers should always be within the protective case when carried.

- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the school computer screen.
- The school computer must be turned off before placing it in the carrying case.

2.3 Screen Care
The school computer screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the school computer when it is closed.
- Do not place anything on the school computer that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not write on the screen with anything other than the stylus provided. Writing on the screens of the notebooks is prohibited.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with the provided cloth.
- Rotate the screen only in the counter-clockwise direction.
- Do not touch the screen of the Notebook, this will disturb the resolution

3. USING YOUR SCHOOL COMPUTER AT SCHOOL
School computers are intended for use at school each day. In addition to teacher expectations for school computer use, school messages, announcements, calendars and schedules will be accessed using the school computer. Students must be responsible to bring their school computer to all classes, unless specifically advised not to do so by their teacher.

3.1 School computers Left at Home
If students leave their school computer at home**, they must immediately phone parents to bring them to school**. Repeat violations of this policy will result in disciplinary action.

3.2 School computer Undergoing Repair
Loaner school computers may be issued to students when they leave their school computers for repair with the Technology Coordinator.

3.3 Charging Your School computer's Battery
School computers must be brought to school each day in a fully charged condition. Students need to charge their school computers each evening. Repeat violations of this policy will result in disciplinary action.
In cases where use of the school computer has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class. Students must keep cords with them at all times.

3.4 Screensavers & Wallpapers

- Inappropriate media may not be used as a screensaver or wallpaper.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students will be responsible for the cost of replacement hardware.

3.5 Sound
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used during study halls only or by special permission of the classroom teacher. However, this privilege may be revoked if abused.

3.6 Printing
Students may use printers in classrooms, the library and the hallway. Students who want to print on a home printer must ask the Technology Coordinator to add their printer software to the school computer.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Home Directory
Students will be logging onto our network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work.
The school computers will be set up with a *My Documents Home Directory* in which students should save their work. The *My Documents* will automatically save a copy of all student documents saved to my documents to the high school server while they are on the high school network. When a student adds a document to the My Documents folder while working at home or away from school, that document will be copied automatically to the school server when the student logs onto the network at school.

Additional folders in the *My Documents* may be created or added by the student in their own folder. All student work should be stored in one of the *My Documents folders*. Only files stored in My Documents will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the server. However, only school projects are allowed to be saved. Any unnecessary pictures or music will be removed without notice to the student. The saving of unnecessary items may result in disciplinary action.

4.2 Saving data to Removable storage devices
Students are advised to also backup all of their work at least once each week using removable file storage. Removable memory cards may be purchased at the school or a local retailer. The computer's 6-in-1 memory card reader will read the following types of memory cards:

- Secure Digital (SD)
- Flash or Thumb Drives

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

5. SOFTWARE ON SCHOOL COMPUTERS
5.1 Originally Installed Software
The software originally installed by VHHS must remain on the school computer in usable condition and be easily accessible at all times.
The school computer is supplied with Microsoft Windows 10 operating system and with additional software. Licensed software provided with all new school computers includes:
- Adobe Reader
- Nitro Reader
- LAN School
- Microsoft Internet Explorer
- Mozilla Firefox
- Microsoft Office 2016 including Word, Excel, Access, PowerPoint , Publisher
- Microsoft Windows 10
- Symantec Anti-Virus
- VLC Media Player
- Forticlient (Home Filtering Software)

Other software used for classes will be accessible from the server only. The licenses for this software require that the software be deleted from school computers at the completion of the course. Periodic checks of school computers will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

5.2 Virus Protection
The school computer has anti-virus protection software. This software will scan the hard drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server and the state e-mail server are also installed with virus protection software and hardware.

5.3 Additional Software
No additional software may be added to the School computers without the permission of the Technology Coordinator. If the student has software that is needed on their school computer, the Technology Coordinator will arrange a time to load the software for the student. It is the responsibility of individual students to be aware of additional software programs and files loaded onto their school computer. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

- Any additional software must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- Violent games and computer images containing obscene or pornographic material are banned.

5.4 Inspection
Students may be selected at random to provide their school computer for inspection by teachers, administration or the Technology Coordinator. Inspections will be taken by teachers monthly.

5.5 Procedure for re-loading software
If technical difficulties occur or illegal software is discovered, the Technology Coordinator will copy all files in the *Home Directory*. The hard drive will then be re-formatted. Authorized software will be installed and the data files reinstated in the *Home Directory*. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

5.6 Software upgrades
Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

6. ACCEPTABLE USE
6.1 General Guidelines
(1) Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Viborg-Hurley School District.
(2) Students are responsible for their ethical and educational use of the technology resources of the Viborg-Hurley School District.
(3) Access to the Viborg-Hurley School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
(4) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
(5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, administrator, or the Technology Coordinator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Uniform Code of Behavior.

6.2 Privacy and Safety
- Do not go into chat rooms, blogs, any social networking sites or send chain letters

- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers or password
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher, administrator or Technology Coordinator immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

6.3 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the VHHS Uniform Code of Behavior. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Step 6 consequences of the Uniform Code of Behavior. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

6.4 E-mail

- Only K-12 (state) email provided by the school may be used.
- Always use appropriate language.
- Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting during class without permission.
- K-12 e-mail is subject to inspection by the school at any time.

6.5 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the School Computer Handbook or Use of Technology Resources Policy will result in disciplinary action as outlined in the Uniform Code of Behavior. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

7. PROTECTING & STORING YOUR SCHOOL COMPUTER

7.1 School computer Identification
Student school computers will be labeled in the manner specified by the school. School computers can be identified in the following ways:
- Record of serial number or written label on the School computer
- Individual User account name and password

7.2 Password Protection
Students are expected to password protect their school computers by setting a start-up password and keeping that password confidential.

7.3 Storing Your School computer
When students are not using their school computers, they should be stored in their lockers. Nothing should be placed on top of the school computer, when stored in the locker. Students are encouraged to take their school computers home every day after school, regardless of whether or not they are needed. School computers should not be stored in a student's vehicle at school or at home. Extreme heat or cold could cause problems with the school computer.

7.4 School computers Left in Unsupervised Areas
Under no circumstances should school computers be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, hallways, locker rooms, library and unlocked classrooms. Any computer left in these areas is in danger of being stolen. Unsupervised school computers will be confiscated by staff and taken to the Principals' Office or the Technology Coordinator. Disciplinary action may be taken for leaving your school computer in an unsupervised location.

8. REPAIRING OR REPLACING YOUR SCHOOL COMPUTER

8.1 Claims
All coverage claims must be reported to the Technology Coordinator. In the event of a stolen computer or a fire, students or parents must file a police or fire report and bring a copy of the report to the principal's office before a school computer can be repaired or replaced with your insurance or the Districts Insurance Policy.
Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the Uniform Code of Behavior.
The District will work with the Viborg Police Department to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

9. SCHOOL COMPUTER TECHNICAL SUPPORT

The Technology Coordinator coordinates the repair work for school computers. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner school computers and batteries

10. SCHOOL COMPUTER FAQ'S

1. **Can I use school computer and software throughout my career at VHHS?** Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at VHHS. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

2. **What if I already have another model or brand of school computer?** *You will be required to use the school district issued school computer for school purposes.* This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Viborg-Hurley School District is also limited to provide maintenance service or assistance for only school issued computers. *For these reasons, personal computers will not be used on the Viborg-Hurley School District network at school.*

3. **Can I have my school computer this summer?** No. All school computers will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their school computers again at their orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and VHHS's policy regarding the ethical use of computers.

4. **What about insurance against theft or breakage through carelessness?** Your school computer is very portable and very valuable, making it an attractive target for thieves. Therefore, the Viborg-Hurley School District school computer protection is

recommended. The protection covers the school computer for a $40.00 payment.

> **The best insurance is to take care of your school computer. Do not leave your school computer in the building, classroom, hallway, or car unattended. Always know where your school computer is! Above all, take your computer home each night.**

5. **What will I do without a computer in my classes if my school computer unit is being repaired or while I am replacing it if it is lost or stolen?** Viborg-Hurley High School stocks a limited number of school computer computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit with the Technology Coordinator, the same place where you will go for service on your school computer. *If you are in possession of a lo, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.*

6. **If I purchase software in addition to the available software provided through VHHS, will the Technology Coordinator load it for me?** Yes, provided that the software is school appropriate. However, discuss the loading of software with the Technology Coordinator before you purchase the software that you would like to load. Reminder, only the Technology Coordinator may add software to the student school computers.

7. **How do I connect to the Internet at home?** You may connect to the Internet using a cable Ethernet connection or wireless Ethernet connection. If you have service with Fort Randall or VAST, you simply need to plug the Ethernet cable into the Ethernet port on the school computer. If you maintain a wireless home network, you must set the school computer to connect to your wireless connection.

   Dial-up Internet connections will not work on the school computer until the Viborg-Hurley High School technician formats your school computer for a dial-up connection. Please take your school computer to the Technology Coordinator if you want your school computer configured for your home dial-up Internet access.

8. **Will there be facilities to back up the files I create on my school computer?** Yes. When you save your documents to the Home Directory folder, your files are automatically saved to the school storage server. You are also encouraged to save your documents to a removable flash drive that can be inserted into the usb port on the school computer.

9. **What if I want to add options to my school computer later?** Only the Viborg-Hurley School District is authorized to add options and upgrades to your school computer.

10. **What if I want to run another operating system on my school computer?** Only the operating system chosen by the Viborg-Hurley School District will be authorized to run on a student-issued school computer.

11. **What has the school done to help prevent students from going to inappropriate sites?** We have a software product which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate or forbidden sites will be directed to the Principal's Office.

12. **Are Student School computers subject to school "snooping"; what if they bring their school computer in for repairs and "objectionable data" is detected?** Inappropriate material on school computers should be reported to the classroom teacher, principal, or Technology Coordinator immediately upon identification. Students who have "objectionable data" on their school computer, but have failed or chosen not to report it, will be referred to the Principal's Office.

13. **If the accessories to my school computer are lost or stolen, how much will it cost to replace them**? In the event that school computer accessories are stolen, you should report the lost items to the Coordinator or Principal's office. The cost to replace specific accessories is listed below: a) AC adapter & power cord: $45.00 b) Battery: $100.00 c) Stylus $25.00

Use of Technology Resources Policy &
Uniform Code of Behavior
Viborg-Hurley School District

Purpose
The Viborg-Hurley School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Viborg-Hurley School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Viborg-Hurley School District.

Definition – Technology Resources
The Viborg-Hurley School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, cameras, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations
The use of the Viborg-Hurley School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the VHSD is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Viborg-Hurley School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Viborg-Hurley School District's Uniform Code of Behavior shall be applied to student infractions.

User Terms and Conditions
The use of Viborg-Hurley School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Viborg-Hurley School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.

2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.

3. Prohibited technology resources activities include, but are not limited to, the following:
   Computer School Computer Violations:
   > a. Downloading or transmitting multi-player game, music, or video files using the school network.
   > b. Intentionally avoiding firewall and filtering blocks by using other proxy servers.
   > c. Vandalizing, damaging, or disabling property of the school or another individual or organization.
   > d. Accessing another individual's materials, information, or files without permission.

e. Using the network or Internet for commercial, political campaign, or financial gain purposes.

f. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.

g. Promoting or soliciting for illegal activities.

h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.

i. Violating copyright or other protected material laws.

j. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.

k. Intentionally wasting school resources.

Consequences: 1st offense – Office intervention or 5 day computer school computer suspension

2nd offense – 10 day computer school computer suspension

3rd offense – School computer suspended for remainder of quarter or not less
than 10 days.

Computer Network Violations:

a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.

b. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.

c. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.

d. Creating, uploading, or transmitting computer viruses.

e. Attempting to defeat computer or network security.

Consequences: Suspension of school computer with possible referral to law enforcement authorities, and/or possible long term suspension or recommended expulsion from school.

4. Viborg-Hurley School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.

6. Any security or equipment problems arising from the use of technology resources must be reported to the Computer Coordinator or Principal's Office.

7. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.
   a. Computer batteries must be charged and ready for school each day.
   b. Computer bags must have a padded area for the student to place his/her computer for transport.
   c. Computers that malfunction or are damaged must first be reported to the Computer Coordinator. The school district will be responsible for repairing computers that malfunction. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.
   Accidental school computer damage: Students who have recorded 3 or more instances of accidental school computer damage may be asked to

                check their school computer in with the Computer Coordinator after school. School computers may be checked out again before classes begin the next day. Special permission to take a school computer home for class work may be permitted by the Computer Coordinator.

    e. Computers that are stolen must be reported immediately to the Principal's Office and the police department.

    f. Individual school computers and accessories must be returned to the VHHS at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at VHHS for any other reason must return their individual school computer on the date of termination.

    g. In the event that school computer accessories are stolen or lost, you should report the lost items to the Technology Coordinator or Principal's office. The cost to replace specific accessories is listed below: a) AC adapter & power cord: $45.00 b) Battery: $100.00 c) Stylus: $25.00

If a student fails to return the computer at the end of the school year or upon termination of enrollment at VHHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a theft report being filed with the Viborg Police Department.

Furthermore, the student will be responsible for any damage to the computer, consistent with the District's School Computer Protection plan and must return the computer and accessories to the VHHS in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

SCHOOL COMPUTER PROTECTION

The Viborg-Hurley School District recognizes that with the implementation of the school computer initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the school's computer protection coverage.

COVERAGE FOR YOUR COMPUTER: Your child will be responsible for the care of their computer. Viborg-Hurley School utilizes two coverage options for all students.

☐ School Coverage Plan **$40**   The School covers accidental damage on the computer up to the amount of $250 for the school year. After a student's computer repair cost goes beyond the $250 limit, the parent/guardian is responsible for the remaining cost. The school coverage also includes a $300 deductible to be paid by the parent/guardian if the students computer is lost, stolen, destroyed in a fire or vehicle accident.

☐ Personal Insurance Coverage   You will cover the school laptop under your own insurance policy and in case of damage, theft, lost, stolen or destroyed by an event, the parent/guardian agrees to pay the district to cover the repair/replacement cost of the computer.
Proof of personal insurance, covering your student's school laptop ("personal computer' coverage is not acceptable), will need to be provided before your student will be issued his/her computer. A letter or document can be hand delivered to the school, emailed to Galen.Schoenefeld@k12.sd.us or faxed to 1-605-766-5635 Attn: Galen Schoenefeld.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to school computers. Warranty or the School District Coverage Protection Plan **DOES NOT** cover intentional damage of the school computers.

PAYMENT: Make checks payable to **Viborg-Hurley School District**.

Computer Coverage is **required**. A student will not receive his/her computer without paying the $40 fee for school coverage or providing proof of Insurance covering the School Laptop.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____