Havana High School  
Student 1:1 Program Acknowledgement Form  
2014-2015 School Year

Review and initial each statement below:

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| --- | --- | --- |
| **The following items reiterate some of the most important points covered in the 1:1**  **Computer Use Agreement and Internet Use Policy.** | Student Initial | Parent Initial |
| I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as the Proxy Server (Flip Server), external hard drive, USB drive, or cloud storage). I understand if I save something in My Documents on the computer, that it is only saving in the RAM or on Temp file of the computer and when the computer shuts down the file may no longer exist. |  |  |
| I understand and will follow the internet use policy whether while accessing the school’s internet, or an outside WiFi source. |  |  |
| I will not leave the school’s computer unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my computer become lost or stolen due to “gross negligence" as determined by administration and the insurance carrier. |  |  |
| I understand that my family is responsible for damages that occur to the school’s computer. *Please refer* to *the Computer Use Agreement form for details.* |  |  |
| I will not install or use file-sharing programs to download music, video or other media to the computer hard drive or the school’s Proxy Server |  |  |
| I will not duplicate nor distribute copyrighted materials other than a back-up copy of those  items I legally own. |  |  |
| I will keep the computer lid fully closed whenever it is moved from one point to another. |  |  |
| I will read and follow general maintenance alerts from school technology department  personnel. |  |  |
| I will report any problem(s) with the school’s computer to a member of the school technology department in a timely manner. |  |  |
| I understand that if I fail to follow anything in the computer use agreement, then I can lose my privilege to take the school’s computer home, or I could lose access entirely to the school’s computer. |  |  |

I have read the Computer Use Agreement and District 126 Internet Use Policy and agree with their stated conditions.

Student Name (printed clearly) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature+ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name (printed clearly)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature+ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This completed and signed form is a mandatory requirement for the assigning and issuing of a Havana School District #126 school computer. It must be filed prior to the issuing and assigning of a computer. Students will not receive their computer until the Technology Coordinator and or the Administration has received a signed form and fees have been paid.