

# Student Laptop Responsible Use Guidelines & Digital Resource Consent

This form must be signed for each student attending HMS.

**Student Laptop Responsible Use Guidelines:** FCPS borrowed Student Devices (laptops and wifi devices) should be used only for educational programs of FCPS.

- The laptop is for **student use only**. Friends, family members, or other students may not use it.
- The laptop is valuable and should be treated appropriately. It should always be:
  - Handled with care (closed and carried with two hands)
  - Properly stored in a location where it will not be dropped, stepped on, or exposed to extreme temperatures.
  - Kept away from pets, food, and liquids.
  - Powered off (shut down in settings, not just closed) completely at the end of each school day.
  - Plugged into a charger at night.
- All files should be saved in Google, not on the computer hard drive.
- Tech support is provided at your school during school hours only:
  - Students and family should never attempt to repair the laptop themselves or take it to a repair shop.

**Estimated Fees for Damages and Loss:** Prices may vary depending on extent of damage.

- **\$20:** Replacement charger (if lost, damaged, or stolen)
- **\$20:** Cracked screen
- **\$10:** Repair to keyboard frame (removed keys, graffiti on mousepad, etc)

**Contact:** Gary Rossen, Technology Support Specialist (ghrossen@fcps.edu), is available at school to support student laptops.

**Digital Resource Consent:** In compliance with the Family Educational Rights and Privacy Act (FERPA), we need to provide you with information about the measures FCPS takes to keep student data secure when using digital tools.

- On our website (<https://holmesms.fcps.edu/adopteddigitalresources>) are the digital tools that are used at Holmes that require parental approval, and not all tools will be used by every student.
- The tools have been carefully reviewed to ensure that they align with the FCPS Learning Model and FCPS conducts the same technical evaluations for all products that use student information.
- These entities may have access to certain information from your child's education record, necessary to providing their functions, including, but not limited to, directory information as designated in the Fairfax County Public Schools Student Rights and Responsibilities, along with any student work that is created on the respective applications.

**Contact:** Mel Mollick, School-Based Technology Specialist (mkmollick@fcps.edu), is available at school to support digital tools and resources..



**Please sign below indicating that you have read the responsible use guidelines and give permission for your student to use digital tools.**

Student Name & Grade	
Student ID Number	
Parent/Guardian Signature	