**Laptop Pick-up Procedures**

MHS wants to support students with their e-learning by ensuring all students have access to a device and internet access. We are loaning laptops to students who do not have access to a device. The policy is one laptop per household. Please complete and sign the device consent form and follow the pick-up schedule below.

**Hours for pick-up:**
Monday, March 30\(^{\text{th}}\), 8:00am-11:00am, 1:00pm-3:00pm
Tuesday, March 31\(^{\text{st}}\), 8:00am-11:00am, 1:00pm-3:00pm

Enter through the staff parking lot entrance on 35\(^{\text{th}}\) St. W.
Laptops will be distributed at the student drop off area in the staff parking lot.

**Bring:**
- Student ID (even if the student is not present with the parent at the time of pick-up)
- Completed Device Consent Form with parent signature - attached (Additional copies of the form are available at MHS.)
- Copy of driver’s license
Device Parental Consent Form

I am receiving from the School District of Manatee County ("District") a computer/device identified below ("Equipment") that my child can use outside of the school campus for educational purposes. The Equipment is and will remain the property of the District. Any additional property provided to support the use of the "device" should be returned to the District in good working order (i.e., power adapter, protective case, etc.). I agree to return the Equipment to the school at the end of the school year (within 10 days) or on the last day my child is enrolled in his/her school.

I understand that the Equipment, like textbooks, workbooks, and library books are instructional materials, and that I am legally responsible for the cost of the Equipment if it is lost, stolen, damaged or seized while in my possession. I am responsible to ensure that the Equipment is cared for properly. If the Equipment is stolen while in my care, I understand that I am responsible to file a police report with the appropriate agency, report the item missing or stolen to school, and provide the school a copy of the police report within five school days.

I understand that the Equipment will allow access to the INTERNET. While the District makes every effort to limit access to inappropriate content through INTERNET filtering systems, it is the responsibility of the parent/guardian to monitor and control the student's use of the Equipment outside of the school campus. Inappropriate use is a violation of the Code of Conduct for Students and School Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The District reserves the right to monitor or access the contents of its computers if it suspects or is advised of possible breaches of security, harassment, or other violations of policies, rules, regulations, directives, law, or evidence exists which demonstrates to the school or District that its computers may contain information, data, or other intellectual property that belongs to another person. Students have no expectation of privacy of content stored on or accessed through District Equipment.

Any software and instructional content contained on the Equipment is licensed to the District. Any copying, modification, merging or distribution of the software is prohibited. The student is responsible for complying with any and all hardware, software and service provider licensing agreements, terms of use and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms or laws shall constitute a violation of School Board Policy 7540.03 - Student Technology Acceptable Use and Safety.

Students must not intentionally modify system configuration files, hardware (device) or otherwise interfere with the functioning of the Equipment. Only software/apps approved by the District may be installed on the Equipment. Authorized District Information Technology Division personnel only are permitted to repair equipment.

The district is required to maintain Children's Internet Protection Act (CIPA) compliance while these devices are connected to the INTERNET. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors.

The following categories are blocked to ensure compliance with CIPA.
Device Parental Consent Form

- Anonymizer, Gambling, Nudity, Phishing/Fraud, Pornography/Sex, Spam, Spyware, Malicious Sites, and Violence

I have read and understand the information on this form. By signing this form, the parent/guardian agrees to assume all responsibility for the equipment signed out to the student. A replacement fee listed below will be charged if the device is lost, damaged, or not returned.

Replacement costs:
Device: $203.00
Power Adapter & Cable: $10.00
HOT SPOT: $84.00

Parent/Guardian resides inside the available Spectrum coverage area. See Spectrum Map.
☐ Yes ☐ No

Parent/Guardian will provide INTERNET DATA ACCESS: ☐ YES ☐ NO

Parent/Guardian requests that the School District of Manatee County, FL provides the student a HOT SPOT that provides access to the INTERNET at NO COST to the Parent/Guardian.
☐ Yes ☐ No

Number of students enrolled in SDMC residing at home residence ________.

By signing below, I give my child permission to sign out a wireless device as needed through the current school year:

Student’s Name and Student ID (Please Print Clearly):

__________________________________________________

Parent/Guardian’s Name (Please Print Clearly):

__________________________________________________

Parent/Guardian’s Signature:

__________________________________________________

Parent/Guardian’s Phone Number and/or Email Address:

__________________________________________________

Date: ______________________________

DEVICE SERIAL NUMBER: ______________________________

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