

## MCPS Usage Agreement

### Camera & Microphone

- The Lenovo Laptop comes equipped with audio and video recording capabilities through a built-in microphone and front-facing camera.
  - All electronic recordings created with the device must comply with District policies.
  - District policy prohibits the use of electronic recording devices in a manner that compromises the privacy interests of other individuals.
  - District policy also prohibits harassment and bullying; MCPS Board Policy 6.304 and 6.305.
  - Users of the Lenovo Laptop devices are required to use the device in a manner that complies with these and other District policies.
  - All electronic recordings obtained with the recording device are for instructional/educational purposes and individual use. Therefore, electronic recordings obtained with the Lenovo Laptop may not be shared, published, or rebroadcasted for any reason by the student without permission.
- \_\_\_\_\_ (pi) \_\_\_\_\_ (si)

### Security

- Never leave an Lenovo Laptop unattended. When not in your personal possession, the Lenovo Laptop should be in a secure, locked environment. Unattended Lenovo Laptops will be collected and stored in the school's main office.
  - Do not lend your Lenovo Laptop to another person. Each Lenovo Laptop is assigned to an individual and the responsibility for the care of the Lenovo Laptop solely rests with that individual.
  - Each Lenovo Laptop has a unique identification number and at no time should the numbers or labels be modified or removed.
- \_\_\_\_\_ (pi) \_\_\_\_\_ (si)

### Apps & Downloads

- Students are not permitted to download or install any software without permission from the MCPS Technology Department. Requests can be made to the child's teacher and that request submitted to the MCPS Technology Department through the HelpDesk ticketing system.
- \_\_\_\_\_ (pi) \_\_\_\_\_ (si)

### Lenovo Laptop: Saving Data to Removable Storage Devices

- Students may choose to store personal items such as pictures or music using removable storage devices. Students may also choose to backup their other work using removable file storage.
  - Students will have access to their own personal Cloud Drive called Microsoft OneDrive.
- \_\_\_\_\_ (pi) \_\_\_\_\_ (si)

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Parent Signature

Date

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Student Signature

Date

School: \_\_\_\_\_

Grade Level: \_\_\_\_\_