

## TCA Dell Latitude Laptop Issuing Acknowledgement and Acceptance Form

We are delighted to provide all our students at Tallahassee Collegiate Academy with a Dell Latitude Laptop computer to enrich their educational experience. Please carefully read the guidelines and policies outlined below before giving your consent for your child to receive a laptop. Please note: Students may only use the issued device; they are not permitted to bring their own device as we cannot guarantee connection and students will not be able to test on their own devices.

### Laptop Usage Guidelines:

- The Dell Latitude Laptop is intended for educational purposes only.
- Students are responsible for the care and appropriate use of the laptop.
- The laptop must be brought to school fully charged each day.
- Installation of unauthorized software or modifications to the laptop's settings is strictly prohibited.
- Use of TikTok is prohibited in Florida schools and on school issued devices and Wi-Fi networks.

### Laptop Replacement Guidelines:

In the event of any technical issues or irreparable damage, the school will provide a replacement laptop. However, the replacement is subject to the following guidelines:

The laptop is covered by a one-year manufacturer's warranty for hardware malfunctions. If the laptop requires repairs due to misuse or damage, the student will be responsible for repair charges:

- \$25 for the first event
- \$50 for the second event
- Full replacement cost of \$1200 for the third event and beyond

***Intentional damage or damage caused by negligence is not covered under the warranty, and the student will be responsible for the cost of the replacement at full replacement cost of \$1200.***

If the laptop is lost, please notify the school immediately by contacting LaNandra Watkins at [LaNandra.Watkins@tsc.fl.edu](mailto:LaNandra.Watkins@tsc.fl.edu)

If the laptop is stolen, please file a police report first and then report the incident to LaNandra Watkins, Dean of Students, at [LaNandra.Watkins@tsc.fl.edu](mailto:LaNandra.Watkins@tsc.fl.edu)

### Lost Chargers Policy:

If a student loses the laptop charger, they will be provided one courtesy replacement.

Any subsequent lost chargers will be the responsibility of the student. In such cases, the student or parent must contact LaNandra Watkins ([LaNandra.Watkins@tsc.fl.edu](mailto:LaNandra.Watkins@tsc.fl.edu)), to arrange for a loaner charger and discuss a plan for purchasing a replacement. ***The cost of the replacement charger will be \$50.00.***

This policy ensures that students are accountable for their laptop chargers and encourages responsible handling and safekeeping.

### Care Instructions for the Dell Laptop:

To ensure the longevity of the Dell Latitude Laptop, please adhere to the following care instructions:

- Keep the laptop away from water and other liquids. Liquid damage is not covered by the warranty.
- Transport the laptop in a backpack with a laptop sleeve to protect it from scratches and minor impacts.

**Reporting Damages:**

If the laptop experiences any damage, it is essential to report it immediately. Please inform LaNandra Watkins, Dean of Students, by emailing [LaNandra.Watkins@tsc.fl.edu](mailto:LaNandra.Watkins@tsc.fl.edu) as soon as the damage occurs. Delayed reporting may result in additional charges for repair or replacement.

**Internet Usage and Monitoring:**

Tallahassee Collegiate Academy utilizes Fortinet Filtering software for internet use monitoring. This software is employed to comply with the Children's Internet Protection Act (CIPA). The monitoring system helps ensure the safety and security of our students while using the internet for educational purposes. It includes content filtering to prevent access to harmful or inappropriate material and safeguards the students' personal information online.

**CIPA (Children's Internet Protection Act) Overview:**

CIPA is a federal law enacted by Congress in 2000 to address concerns about children's access to harmful content over the internet. It requires schools and libraries that receive certain federal funding to implement internet safety measures, including content filtering and monitoring, to protect minors from accessing inappropriate material.

By signing this form, you acknowledge that you have read and understood the guidelines, policies, and care instructions outlined above. Additionally, you consent to the use of Fortinet Filtering software for internet use monitoring on the Dell Latitude Laptop to comply with CIPA regulations while ensuring a safe and secure online environment for your child.

Should you have any questions about anything contained in this document, please reach out to LaNandra Watkins, Dean of Students.

Thank you for your cooperation in helping us create a responsible and secure learning environment for our students.

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Parent Signature

Print Name

Date

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Student Signature

Print Name

Date

**Please note that the online form in Focus must be acknowledged.**