

## **DIRECTIONS TO RECEIVE YOUR COMPUTER**

***PLEASE PRINT THIS PAGE FOR REFERENCE***

**Laptop Compliance:** All students will be issued a laptop computer early in the school year. Parents must complete the online compliance training before each student receives a computer. Following are instructions for NC parents and students to log in to the Global Compliance Network to take the laptop compliance training/tutorial that is required for all students prior to checking out a computer. Parents will need to create a unique user login in case you are interrupted and need to go back, or if you forget to click SUBMIT on the last slide. A suggestion would be an easy to remember login such as your name and three numbers. EXAMPLE: johndoe111. We will confirm completion of the tutorial prior to issuing a laptop to the student. If you do not click SUBMIT on the last slide, your records will not show up as completed. The electronic tutorial is only one part of the process. You will need to print out and sign the sheet that is linked on the last slide and return it to NCHS at the scheduled registration verification time. This form, along with having completed the tutorial, will be the “tickets” for the student to receive a laptop. If you do not have access to a printer, forms will be available in the NCHS library for your signature during verification. Both parent/guardian and student signatures are required.

1. Go to the following website: HYPERLINK "http://www.gcntraining.com" <http://www.gcntraining.com> and click the “Login to View Training” button.

2. Make sure there are only green or yellow arrows on the Pre-Login Checklist. Any red arrows could indicate that a different computer will be necessary to view the tutorial. Click “Login to View Training” to continue.

Step 1 – (Enter Organization’s Username/code), insert: 27610

Step 2 – Click on “Create New Account”

Step 3 – Give yourself a UID. Click “Check Account Availability”

Step 4 – Fill out ALL personal information. Use pull down menu to select “Parent” as Job Title and choose your student’s school.

Note: If you have more than one child at a High Access school, choose the school of your oldest child.

Type in ALL of your children’s names (First and Last) who attend High Access schools in the “Name of Child/Children” field. Do not use commas or special characters.

Click “SUBMIT”

On the next screen, choose NCS Technology Compliance from the “Select a Tutorial” pull down menu and click “View”

Complete the tutorial following the on screen directions.

Print, sign and return the Laptop Compliance Form that is linked on the last slide. Again, these forms will be available at the NCHS Library if you do not have access to a printer. Computers are available in the Library for your convenience from 8:00 to 4:00.

Make sure to click “SUBMIT” on the last slide.

NATRONA

PARENT/GUARDIAN AND STUDENT AGREEMENT FOR LOAN OF NATRONA COUNTY SCHOOL DISTRICT (NCSD) LAPTOP  
COMPUTER 2011-2012 SCHOOL YEAR

PARENT(S)/ GUARDIAN AGREEMENT

I am the parent/guardian of a Natrona County School District student who is being loaned a laptop computer by NCSD for the current school year. Should my student have 10 or more consistent absences, or within 10 days of the last day of school, whichever is earlier (the "Return Date"), I agree to immediately return the laptop and its accessories to school authorities in their original condition (good and fully operable). Upon the return of the laptop, I agree to keep the return receipt I will receive. If damages or loss of the laptop and accessories occur, I acknowledge and agree that I may be sued in civil court. I understand that if I do not return the laptop and its accessories as agreed in this document, or if I cannot produce the return receipt, criminal charges and/or civil legal actions may result. NCSD has the right to demand immediate return of the laptop and its accessories to NCSD at any time. Failure to return the laptop to NCSD upon demand may result in civil and/or criminal penalties under the laws of the State of Wyoming.

STUDENT AGREEMENT

I am a Natrona County School District student who is being loaned a laptop computer by NCSD for the current school year. I agree to return the laptop and its accessories in their original condition (good and fully operable), to school authorities should I have 10 or more consistent absences or within 10 days of the last day of school, whichever is earlier (the "Return Date"). Upon the return of the laptop, I agree to keep the return receipt I will receive. If damages or loss of the laptop and accessories occur, I acknowledge and agree that I may be sued in civil court. I understand that if I do not return the laptop and its accessories as agreed in this document, or if I cannot produce the return receipt, criminal charges and/or civil legal actions may result. NCSD has the right to demand immediate return of the laptop and its accessories to NCSD at any time. Failure to return the laptop to NCSD upon demand may result in civil and/or criminal penalties under the laws of the State of Wyoming.

PARENT(S)/ GUARDIAN AND STUDENT

We understand and agree that in exchange for the loan of the laptop computer for educational purposes, it is our responsibility to take the best possible care of the laptop computer loaned to this student by the Natrona County School District (NCSD) and to return the computer and all accessories on time and in good, fully operable condition. By signing this agreement, we accept the obligation to pay for the full repair/ replacement cost within 10 days of notice each time that this student's NCSD laptop computer is lost, stolen, damaged or destroyed. If a laptop is lost or stolen, we agree to make a police report within 24 hours to activate the investigation. This report may be made at the Safe Schools or Security Office during school hours, or at the Casper Police Department over holidays or extended breaks. We understand and agree that refusal to sign this agreement may result in the student not being able to take the laptop computer home, although the student may have restricted use within the school. By signing this agreement, we acknowledge that both parent/guardian and student have completed the online training at [kwhs.natronaschools.org](http://kwhs.natronaschools.org). **ADDITIONAL NOTICE ABOUT FINANCIAL RESPONSIBILITY AND OTHER LEGAL ISSUES INCLUDING CRIMINAL PENALTIES.** For purposes of these notices, 'you' and 'your', refer to the person(s) who sign this Agreement. Your signature on the Parent/ Guardian and Student Agreement For Loan of Natrona County School District (NCSD) Laptop Computer constitutes your acknowledgement that you have read and understood each of the following notices: You are responsible for loss of or damage to the laptop even if someone else is at fault or the cause is unknown. You are responsible for the cost of repair or full cost of replacement up to the value of the laptop. Your Return Date is the date agreed upon in the Parent(s)/Guardian Agreement and the Student Agreement, above. If you wish to extend the period beyond the return date shown, you must go to an NCSD facility and obtain a new Agreement. Extensions are not automatic and may be refused by NCSD at its sole discretion. In addition, any extension is subject to availability. **YOU ARE HEREBY NOTIFIED THAT failure to return the laptop and all accessories to NCSD by the Return Date or upon demand by NCSD, whichever is earlier, may cause NCSD to file a report with law enforcement officials. You may be subject to arrest, prosecution, and to civil and criminal penalties under the laws of the state of Wyoming. YOU ARE FURTHER NOTIFIED THAT NCSD shall have the right to make periodic checks on the location and condition of the laptop and its accessories. If NCSD determines in its sole discretion that the laptop is missing or is not in the student's possession, or is not returned to NCSD on demand, NCSD shall have the right, without further notice to you, to file a report with law enforcement officials. You may be subject to arrest, prosecution, and/or to civil and criminal penalties under the laws of the State of Wyoming.**

Student's Printed Name Student's Signature Grade Date

Parent/Guardian's Printed Name Parent/Guardian's Signature Date