

**PELICAN RAPIDS COMMUNITY EDUCATION CDL THEORY TRAINING COURSE
TEXTBOOK/LAPTOP ACCEPTABLE USE CONTRACT**



Name _____ Phone # _____

Mailing Address _____

Email _____ Textbook # _____ Laptop Serial # _____

Textbook & Laptop Return Date _____ Staff Initials _____ Participant Given Copy of Contract _____

TEXTBOOK

►The CDL Theory Training textbook is provided to participants and must be returned to the Pelican Rapids School District (ISD 548) office upon completion of the CDL Theory training online course or in 10 weeks, *whichever comes first*. Textbooks not returned will result in a charge of \$50.00.

LAPTOP

►Upon proof of registration for the CDL Theory Training course at M State, a laptop, charger and carrying case will be issued for use for the duration of the CDL Theory training course or for a 10 week period, *whichever comes first*. These 3 items must be returned in good condition to ISD 548 upon completion of the CDL Theory training course. Failure to return any of these items will result in the following charges: laptop \$200.00, charger \$10.00, carrying case \$20.00.

►Participants are responsible for all damages to the laptop. Fines will be assessed according to damage; the participant is responsible to pay these fines. Fines will be assessed due to broken screens, cracked plastic, inoperability, sleeves, cases and cables/chargers. Should the cost to repair exceed the cost of purchasing a new device, the participant will pay the full replacement value: laptop \$200.00, charger \$10.00, carrying case \$20.00.

►Broken or faulty laptops should be returned to the ISD 548 office immediately.

►The ISD 548 Help Desk is available for participants and can be accessed with the following link:

<https://www.pelicanrapids.k12.mn.us/domain/437> .

►If you haven't completed the CDL Theory training course in the 10 week time period and need an extension, contact Becky Wontor at bwontor@pelicanrapids.k12.mn.us or 218.863.5910 x4250.

ACCEPTABLE USE

The following uses of the laptop provided by ISD 548 for the CDL Theory training course are not permitted:

- violating any local, state, or federal statute.
- accessing, sending, receiving or distributing pornographic, obscene, sexually explicit, abusive, harassing, racist, or threatening material.
- vandalizing, damaging, or disabling the property of this school district or any other individual or organization.
- violating copyright or otherwise using the intellectual property of another individual or organization without permission.
- unauthorized commercial use, use for financial gain.

ISD 548 administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly. Any violations will result in loss of using ISD 548 laptop/equipment.

My signature below indicates that **I have read and am in agreement with all of the provisions** in the Pelican Rapids Community Education – CDL Theory Training Course Textbook/Laptop Acceptable Use contract.

Signature

Date