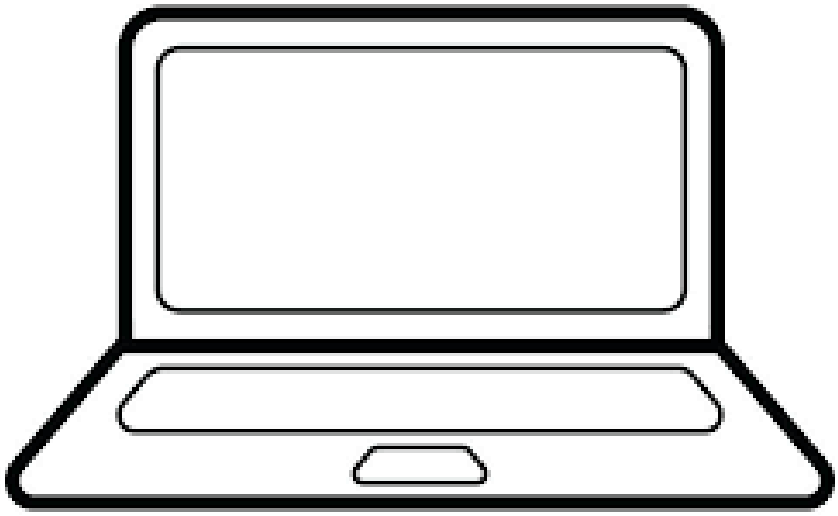
Selby Area School



Student Use Laptop Policy

Updated 8/20

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1. OVERVIEW

Beginning with the 2019 school year, all Selby Area High School students, grades 9-12, were issued Laptop PC Computers for use as part of their educational curriculum. It is the Selby Area School District's belief that the Laptop PC Computers will help students develop skills that are critical in our 21st century work world. These 21st century skills include:

- Critical and creative thinking
- Problem solving skills
- Information and computer skills
- Interpersonal and self-direction skills
- Technology literacy

Laptop Computers will allow students to direct their own learning and have a greater reliance on active learning strategies. Students will be able to transfer knowledge across disciplines. The increased access to technology will enhance instruction and provide more achievement opportunities for our students.

Once the Laptop is issued to a student, the Laptop will stay with them for the remainder of the school year, or until they withdraw from school. Students will be responsible for bringing the Laptops to school with them, taking them home at the end of the day, and charging them for use before the next day. *It is important to note that these units stay with the students 24 hours a day, and are not left unsupervised at school at any time.*

2. RECEIVING YOUR LAPTOP & LAPTOP CHECK-IN

Laptops will be issued each fall. **Parents and Students must sign and return the last page of the Student Laptop Use Agreement before the Laptop will be issued to the student.** The Laptop Computer Protection plan outlines options for families to protect the Laptop investment for the school district. Please review the Laptop Computer Protection plan included in this handbook.

Laptops will be collected periodically throughout the year and at the end of each school year for maintenance, cleaning and software installations. Students will be reissued their original Laptop each year while enrolled at SAHS.

2.1 Laptop Check-In

Laptops, accessories, and cases will be returned during final checkout on the last day of school. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at SAHS for any other reason must return their school laptop computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at SAHS, the student will be subject o criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Walworth County Sheriff's Department.

Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Laptop Computer Protection Plan and must return the computer and accessories to the school in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

2.2 Check-In Fines

If your laptop and/or carrying cases have been damaged or defaced, you will be fined respectively for the damage at the end of the year during the student laptop check-in or when checking out to transfer to another district.

If a student laptop is not returned during the year-end check-in or upon transferring out of the district, the administration will be in charge of seeing this equipment is returned in a timely manner. If the administration is not successful, this matter will be turned over to the local law enforcement.

3. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the Laptop they have been issued by the school. Laptops that are broken or fail to work properly must be checked in with the technology coordinator, Mr. Hettick.

3.1 General Precautions

- No food or drink is allowed next to your Laptop while it is in use, as per school policy.
- Cords, cables, and removable storage devices must be inserted carefully into the Laptop.
- Students must transport their Laptops with the screen latched. Do not carry it unlatched.
- To conserve battery life, laptops should be put in **Stand By** mode before moving to your next class. Please shut down your computers if you are not using the laptop during the next class period. Do not store computer in Stand By mode in your carrying cases for long periods of time.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Selby Area School District.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for arriving at school each day with their Laptop's battery charged for school each day.

3.2 Carrying Laptops

The protective cases provided with the Laptops have sufficient padding to protect the Laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops should always be within the protective case when carried. Have the screen latched facing in when carrying your laptop.
- The carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing to much pressure and weight on the laptop screen.
- The Laptop must be in **Stand By** mode or turned off before placing it in the carrying case to travel from class to class
- The Laptop must be turned off before placing in the carrying case at the end of the day.

3.3 Screen Care

The Laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Laptop when it is closed.
- Do not place anything near the Laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not use pen-devices. Other pens could cause screen damage and will not work with the laptop anyway.
- Do not poke the screen

4. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars, and schedules may be accessed using the laptop computer. Student must be responsible to bring their laptop to all classes, unless specifically instructed not to do so by their teacher.

4.1 Laptop Left at Home

If students leave their Laptop at home, they must immediately phone a parent to bring it to school. Repeat violations of this policy will result in disciplinary action.

4.2 Laptop Undergoing Repair

Loaner laptops may be issued to student when they leave their laptops for repair in the help desk. There are a limited supply of loaner Laptops.

4.3 Charging Your Laptop's Battery

Laptops must be brought to school each day in a fully charged condition. Students need to charge their Laptops each evening. Repeat violations of this policy will result in disciplinary action.

In cases where use of the Laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

4.4 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Do not save any music, games, or programs to the hard drive. All software must be district provided. Storage space is available on the desktop – But it will NOT be backed up in case of re-imaging.

4.5 Printing

Students may use network printers with teachers' permission during class or breaks.

4.6 Screensavers

- Only school appropriate media may be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or gang related symbols or pictures will result in disciplinary actions.

- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used students will be responsible for the cost of replacement hardware.

4.7 Home Internet Access

Students may connect to the internet for a location outside of the school but must understand that they are still using school equipment and all school rules and policies still apply.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to My Documents

Students will be logging onto our network in order to automatically back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work.

Students will need to save all documents to their individual school network server. The folder will automatically save a copy of all student documents to the high school server while they are on the high school network. When a student adds a document to the folder while working at home or away from school, that document will be copied automatically to the school server when the student logs onto the network at school.

Additional folders in the folder may be created or added by the student. All student work should be stored in one of the folders.

Only files stored in that folder will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the high school server.

5.2 Saving data to Removable storage devices

Students should also backup all of their work at least once each week using removable file storage. Removable memory cards may be purchased at a local retailer. The computer's 7-in-1 memory card reader will read the following types of memory cards:

- Secure Digital (SD)
- Multi-Media Card (MMC)
- Memory Stick
- CompactFlash
- CompactFlash II
- Smart Media
- Microdrive devices

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. **Computer malfunctions are not an acceptable excuse for failing to submit work.**
Non-school related material should be saved to these removable storage devices.

Your laptop must be "shut off before leaving school and if the laptop is used at home, shut off before returning to school. Not shutting down the computer and just letting it hibernate will result in lost work which can not be recovered and access to the internet will not work properly.

6. SOFTWARE ON LAPTOPS

6.1 Originally Installed Software

The software originally installed by Selby Area Schools must remain on the Laptop in usable condition and be easily accessible at all times.

The Laptop is supplied with the Microsoft Windows 10 operating system and with additional software. Licensed software provided with all new Laptops includes:

- Adobe Acrobat Reader
- Microsoft Internet Explorer
- Chrome
- Firefox
- Microsoft Office 2016 (Includes: Word, Excel, Access, PowerPoint, OneNote, and Publisher)
- Windows Defender
- Windows Media Player

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from Laptops at the completion of the course. Periodic checks of Laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

6.2 Virus Protection

The Laptop has anti-virus protection software. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server and e-mail server are also installed with virus protection software and hardware.

6.3 Additional Software

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their Laptop. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

- Students are responsible for ensuring that only software that is licensed to their Laptop is loaded onto their computers.
- Violent games and computer images containing obscene or pornographic material are banned.

6.4 Inspection

Students may be selected at random throughout the year to provide their Laptop for inspection.

6.5 Software Upgrades

Upgrade versions of licensed software are available from time to time. Any upgrades will be done by the Network Administrator.

6.6 Procedure for Re-loading Software

If technical difficulties occur or non-school issued software is discovered, the technician will re-format the hard drive. Authorized software will be installed and the data files reinstated. The school does not accept responsibility for the loss of any software deleted due to the reformat or re-image.

7. ACCEPTABLE USE

7.1 General Guidelines

1. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Selby Area School District.
2. Students are responsible for their ethical and educational use of the technology resources of the Selby Area School District.
3. Access to the Selby Area School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Use of Technology Resources Policy.
4. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
5. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action.
6. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terrorist, abusive, sexually explicit, threatening, stalking, demeaning or slanderous language will be subject to disciplinary action.

7.2 Privacy and Safety

- Do not go into chat rooms or send chain letters without permission from a teacher for academic purposes.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher, tech administrator or school administrator immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

7.3 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Selby Area Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

7.4 E-mail

- Always use appropriate language.
- Do not transmit language/ material that are profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.

- Students should maintain high integrity with regard to email content.
- No private chatting or emailing during class without the instructor's permission.
- SAHS e-mail is subject to inspection by the school and/or K12 Data Center.

7.5 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Student Laptop Use Agreement will result in disciplinary action.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

7.6 Student Responsibilities

- Students are responsible at all times for their laptop, whether at home or at school.
- Students may only login under their assigned username.
- Students may not share their password with other students.
- All laptop components are to be carried in the laptop bags.
- Students may not loan laptop components to other students.
- Students may not play games, load or download any software, music, pictures, etc. on the laptop.
- Students are responsible for charging and maintaining battery units daily.
- Laptops come with a standardized image already loaded. These images may not be altered or changed.
- It is the responsibility of the student to backup their files. Laptops should be shut down. This allows files to be saved/synchronized to the schools server. All critical files should be backed up to an external storage device.
- All use of the Internet must comply with district guidelines. Log files are maintained on each computer with a detailed history of all sites accessed. These files may be reviewed periodically.
- Leaving the power cord plugged into the laptop while in the bag may damage the computer.

7.7 Parental Responsibilities

- Parents will be responsible for monitoring student's use of the laptop at home.
- Parents will be responsible for reviewing the Acceptable Use Policy located in the JH/HS Handbook and the Student Laptop Use Agreement with their child(ren)/student(s).
- Parents are asked to monitor their student's activities on the Internet on a regular basis.
- Parents are responsible for overseeing their child's use of the Internet while at home. Log files showing internet activity are available to parents upon request.

7.8 School Responsibilities

- Provide Internet and email access to its students.
- Access logs and email will be treated similar to school lockers. Selby Area School District reserves the right to review, monitor and restrict information stored on or transmitted via Selby Area School District owned equipment and to investigate inappropriate use of resources.
- Provide Internet blocking of inappropriate use of resources.
- Provide staff guidance to aid student in doing research and help assure student compliance of the acceptable use policy.

7.9 Laptop Carrying Cases

- The school issued carrying cases is expected to last until the student graduates form high school. When the carrying case is damaged the student is expected to bring it into the help desk for repair. If the carrying case is damaged beyond repair the student will be expected to pay the replacement cost of $20.
- If the student would like to use a carrying bag other then the one the school issued, the bag must be approved by the high school principal.

8. PROTECTING & STORING YOUR LAPTOP

8.1 Laptop Identification

Student Laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- **Record of serial number and Selby Area ID tag**
- Individual User account name and password

8.2 Password Protection

Students are expected to password protect their Laptops by setting a unique start-up password and keeping that password confidential. If a student fails to keep this confidentiality agreement and any part of this policy has not been followed, appropriate disciplinary steps will be followed.

8.4 Laptops Left in Unsupervised Areas

Under no circumstances should Laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, gym, computer lab, locker rooms, library, unlocked classrooms, and hallways. Any computers left in these areas are in danger of being stolen.

Unsupervised Laptops will be confiscated by staff and taken to the Principal's office. Disciplinary action for unsupervised laptops is outlined in the matrix at the end of the handbook. Any damage that occurs to a computer when let unsupervised will be deemed as negligent and the student will be assessed a fee for repairs.

9. REPAIRING OR REPLACING YOUR LAPTOP

9.1 School District Protection

The Selby Area School insurance will only protect against large losses, families are responsible for replacing their child's laptop in the event of theft, or loss. Parents are encouraged to consult with their insurance agent for details about the personal coverage of laptops in case of theft, loss, accidental damage or fire. Protection plans do not warrant against damage caused by misuse, abuse, computer viruses. Please report all Laptop problems to the Tech Coordinator, Mr. Hettick.

9.2 Claims

All insurance claims must be reported to the principal's office. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a Laptop can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action.
The District will work with the Walworth County Sheriff's Department to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

9.3 Damage Caused by Student Carelessness

Some of the laptop damage that occurs is the result of student carelessness. Laptop and accessory damages resulting from carelessness will be assessed the fees listed below. Examples of student carelessness would be: Lost stylus, LCD screens broke as the result of shutting the lid with objects still on the keyboard, leaving computers in areas where they can be stepped on, and the continual loss of keys from the keyboard.
In the cases of "student carelessness" the following fees/charges will be assessed:

Cord Replacement	$25 or students may replace with approval of the technology coordinator.	
Broken keyboard or missing keys	$75	
Broken or cracked screen w working LCD	1st offense	$75
	2nd offense	$150

In the event that student carelessness results in destruction of the laptop and is deemed a complete loss by SAHS administration, the student is responsible to pay for the cost of replacement of a laptop that is exactly the same or similar in make and model.

10. LAPTOP TECHNICAL SUPPORT

The technology coordinator coordinates the repair/work for Laptops. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives

- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner Laptops

11. LEVELS OF LAPTOP USAGE

11.1 Description of the Types of Laptop Usage

Normal Laptop Usage

- Laptop computer
- Home use of laptop computer

- Usage of the installed software
- K-12 web e-mail
- Account for student information
- Internet Explorer
- Home Directory to back-up school work

Probational Laptop Usage
Same as Normal Usage level except the laptop must be turned into the Help Desk at the end of the school day and may be checked out again at 8:00 AM the next morning.

Loss of Internet Usage
Same as Normal Usage level except the student will not be able to access the Internet while using the district's technology resources.

Loss of K12 Email Usage
Same as Normal Usage level except the student will not be able to access the K12 email while using the districts' technology resources.

Suspended Laptop Usage
Laptop computer will be turned into the Help Desk. Students will be allowed to use a desktop computer in the library for required course assignments.

11.2 Criteria for the Type of Laptop Usage
All students will begin the school year at the Normal Usage level. However, students may be put on the Probational Usage, Loss of Internet Usage, Loss of K12 Email, or Suspended Laptop Usage for violations of technology usage as set forth in the violation/consequence matrix.

Violation/Consequence Matrix

Violation	Violation # 1st	2nd	3rd	4th	Habitual
Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials or sending harassing messages to others	X				
Creating, uploading, or transmitting computer viruses	X				
Attempting to log onto any district network equipment or computer as a system administrator	X				
Attempting to defeat computer or network security	X				
Using district equipment for promoting or solicitation of illegal activities	X				
Intentionally damaging district's technology equipment and/or resources	X				
Releasing files, home addresses, personal phone numbers, passwords or other vital access information to others	5	10	Qtr	SU	SU
Attempting to repair, remove or install hardware components reserved for an authorized service technician	5	10	Qtr	SU	SU
Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware of the district's technology resources	10	20	SU	SU	SU
Downloading or transmitting game(s), music, or video files using the school's network	5	10	Qtr	SU	SU
Violating copyright or other protected material laws	5	10	Qtr	SU	SU
Subscribing to mailing lists, mass e-mail messages, games and other similar services that generate messages that can slow down the system and waste other user's time and access	5	10	Qtr	SU	SU
Intentionally wasting school technology resources	5	10	Qtr	SU	SU
Using the network or internet for commercial, political campaign, or financial gain purposes	5	10	Qtr	SU	SU
Accessing another individual's information, or files without permission—Trespassing in another's folders or work	5	10	Qtr	SU	SU
Using another's password or equivalent	5	10	Qtr	SU	SU
Loading, downloading or installing programs without school approval	5	10	Qtr	SU	SU
Unsupervised laptops	5	10	Qtr	SU	SU
Inappropriate screensavers	5	10	Qtr	SU	SU
Defacing any of the district's technology resources	5	10	Qtr	SU	SU
K12 E-mail Abuse Violations—lose e-mail privileges	5	10	Qtr	SU	SU
Accidental damage to the laptop	R	5	10	Qtr	SU
Not recharging the laptop's batteries overnight/leaving laptop at home	R	R	5	10	Qtr

R = Recorded 5 = 5 Days Loss of Laptop 10 = 10 Days Loss of Laptop
SU = Suspended Usage X = Loss of Laptop use privileges

Suspended Usage: Probation and/or loss of Internet length to be Determined (in days)

Note: The school district's Principals and Superintendent have the authority, right, and duty to modify these consequences as they deem appropriate to the situation.
Student Name: _____ (Please Print)

The Student Laptop Use Agreement does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise the administration will make every effort to act fairly and quickly. Each situation is different and will be handled on an individual basis. Take the time to know the rules and regulations you are expected to follow and many of the little problems can be avoided.

If you have question or problems come, see the superintendent/principal/technology coordinator.

I have received, read, and discussed with my child the terms of this agreement and the policies listed in the Student Laptop Use Agreement. I understand the terms of the Student Table Use Agreement and the options for insurance coverage of the laptop.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____