

# **Laptop Procedures and Information**



Menno High School  
Menno Middle School

The procedures and information within this document apply to all laptops used at Menno Public School, including any other device considered by the Administration to come under this handbook. Teachers may set additional requirements for computer use in their classroom.

### **Explanation of Procedures**

Each fall a laptop orientation meeting will be held for all new high school and middle school students and their parents/guardians. Attendance at the meeting is highly recommended for the student and at least one parent. The procedures will be explained so that both student and parent understand what is expected. If attendance is not possible, a meeting with the technology coordinator, student, and parent/guardian may be arranged on an individual basis.

Students in elementary and middle school who receive laptops will be given information on procedures during the first week of classes. They will not be allowed to take laptops home except in special cases approved by administration. At that time a meeting will be scheduled with at least one parent/guardian.

### **Laptop Distribution and Check-in**

Laptops will be distributed each fall during the first day of school. Parents/guardians and students must sign and return the Laptop Computer Protection Plan and Web Page Publication Form before the student will be allowed to take a laptop home.

Students will be issued a laptop, power supply, and carrying case, as appropriate. These items will be the responsibility of the student during the course of the year. Each year students in 5<sup>th</sup> grade and freshmen will be issued a new laptop. This laptop will be assigned to the student until he/she has completed 8<sup>th</sup> grade or graduated, respectively. All students will retain their original laptop each year with the exception of moving from 8<sup>th</sup> grade to 9<sup>th</sup> grade as explained above. The case provided by the school must be used at all times.

Laptops and power supplies will be identified by serial number as well as any name label supplied by the school.

Laptops, power supply, and carrying case will be returned during final checkout during the last week of school. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Menno Public School for any other reason must return their laptop, power supply, and case 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 Menno Public School, that student will be subject to 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 Menno Police 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.

If a laptop and/or carrying case has been damaged or defaced, the student will be fined for the damage at the end of the year during student laptop check-in or when checking out to transfer to another district. Fines are to be paid prior to any final grades being received or forwarded to another district.

If a student laptop is not returned during year-end check-in or upon transferring out of 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 local law enforcement.

### **Laptop Care**

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 taken to the Technology Coordinator or his designees. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.

### **General Guidelines**

- ♣ No food or drink is allowed next to your laptop while it is in use.
- ♣ Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- ♣ Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.
- ♣ Laptops should be shut down before moving them to conserve battery life.
- ♣ Laptops and carrying cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Menno School District.
- ♣ Laptops must never be left in an unlocked car or any unsupervised area and should not be left in vehicles overnight or during the school day.
- ♣ Students are responsible for keeping their laptop's battery charged for school each day.

The protective cases provided with 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.
- ♣ Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
- ♣ The laptop should be turned off before placing it in the carrying case.
- ♣ Students will be expected to use the same case for their 4 years of high school or their 4 years of middle school. If a case becomes unusable the student may be charged all or a portion of the cost of a new case.

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 poke the screen.
- ♣ 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.
- ♣ The laptop should never be placed on the floor or in a chair while not in use.

If a laptop has been stolen it must immediately be reported to the school and law enforcement officials.

### **Using the 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. Students are responsible for bringing their laptop to all classes, unless specifically instructed not to do so by their teacher.

If students leave their laptop at home, they must immediately phone parents to bring them to school. Assignments that cannot be turned in because students do not have their laptops will be considered late or incomplete. Students without laptops will be expected to take notes or work on assignments on paper during class.

Laptops should be fully charged in the morning. This will eliminate trying to find an outlet within reach to charge during the day. Cords laying in traffics paths in the classroom are hazards and may lead to damage of the laptop.

Screensavers and backgrounds must be school appropriate. Guns, other weapons, pornographic materials, inappropriate language, alcohol, drugs or gang related symbols or pictures will result in disciplinary action. Passwords on screensavers or hard drives are forbidden. If, such as in the case of a hard drive, a password results in the inability of the technology coordinator to access the hard drive, replacement costs will be the student's responsibility.

External sound should be muted unless directed by the teacher to do otherwise. Save music and video only on the desktop unless it is necessary for a class, and then only for the period of time it is needed. No music or video should be saved anywhere that violates copyright laws or is not school appropriate.

Printers will be available in Room 270 and the Library for student use. Do not disturb class instruction when retrieving print jobs. If a job does not print check the printer for paper and print again. If it does not work a second time, ask for help. Any color printing must be handled through your teacher.

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria and gyms, locker rooms and hallways. Any computer left in these areas is in danger of being stolen.

There will be a designated cart for laptops during lunch, PE, music, band, etc. during the school day. This does NOT include after school practices or other after school events. Laptops left unattended in these areas during or after school will be collected and students may be assessed a \$5 fee. It will be acceptable for athletes to leave laptops in a locked locker in the locker rooms unless a visiting team is going to be using the locker room.

### **Using the Laptop at Home**

Students who are allowed to take their laptop home should be able to connect to other wireless networks, unprotected or protected if they have the necessary login information. Care should be taken on unprotected networks such as those found at businesses as they are easily hacked and private information may be stolen. Understand that, even though off campus, the laptop is still school equipment and all school rules and school policies and this document apply.

If students wish to use a printer at home and cannot get connected they should see the Technology Coordinator and have information on the brand/model of printer. Efforts will be made to allow printing at home.

### **Managing and Saving Files**

Students will be asked to save documents to the “cloud.” using either Google or Office 365. Using these two methods allows for sharing of documents among teacher and classmates. Students will be instructed by the teacher on what to share and whom to share it with. Students will be responsible for correctly following the sharing directions so documents are not shared with the wrong people. Menno School is not responsible for any documents incorrectly shared in the “cloud” or for lost data.

Students may wish to back up all or some of their work on removable storage such as a flash drive, particularly in the case of a very important assignment. Purchase and use of removable storage is the responsibility of the student. It is also the student’s responsibility to ensure that work is not lost due to failure to follow procedures or accidental deletion by the student. Computer malfunctions are not acceptable excuses for not submitting work and work may be marked as late or incomplete.

The Menno School District makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

### **Software and Virus Protection**

The software originally installed by the Menno School District must remain on the laptop in usable condition and be easily accessible at all times.

Laptops are supplied with a Microsoft or Chrome operating system. Licensed software provided with Windows laptops may include the following:

- ♣ Microsoft Windows 10
- ♣ Microsoft Office365 including Word, Excel, Access, Outlook, PowerPoint & Publisher
- ♣ Adobe Acrobat Reader

- ♣ Firefox
- ♣ Chrome browser
- ♣ AntiVirus
- ♣ Audacity

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 may 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.

The laptop has anti-virus protection software. This software will scan the hard drive for known viruses on boot up. The virus software will be upgraded from the network. The school's servers are also installed with virus protection software. If a student is notified that a virus has been detected, he/she should report that to the teacher or Technology Coordinator.

Students are not allowed to load additional software on their laptops. Students may be selected at random to provide their laptop for inspection. Upgrade versions of licensed software are available from time to time. Students may be required to check in their laptops for periodic updates.

### **Laptop Repair**

Any damage to or problem with a laptop must be reported as soon as possible to the Technology Coordinator. The Technology Coordinator will be responsible for fixing the issue or sending the device to a qualified repair service. No student should try to repair a computer or send it in to be repaired.

The Technology Coordinator is located in Room 450 and 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 and AC adapters

If deemed necessary, the laptop may be re-imaged as part of the troubleshooting of the problem. If this occurs, any student data that has not been saved to the "cloud" will be lost. The school does not accept responsibility for the loss of any software or data that is deleted due to a re-image.

Computer damage that is the result of normal use or covered under warranty will be repaired with no charge to the student. Intentional damage or damage due to carelessness or neglect will be charged to the student based on provisions elsewhere in this document.

### **Acceptable Use for Computer, Internet, Electronic Mail and Electronic Equipment**

Student use of any electronic device not provided by the school is prohibited during school hours unless otherwise noted in this document. Electronic devices include, but are not limited to, cell phones, smart phones such as Blackberry and iPhone, pagers, headphones, laser pointers, e-readers such as Nook and Kindle, mp3 players, iPods, iPads, digital cameras including those incorporated into another device, tablets, and computers. This may also be extended to school activities by coaches/advisors.

Students may use e-readers if they have been approved on an individual basis by the administration. Students may not use e-readers to access the Internet at any time.

Students may use digital cameras for approved educational activities under direct supervision of a teacher. Use of digital cameras at school activities shall be limited to public areas. No digital camera is permitted in locker rooms and restrooms.

Students may use other electronic devices in a teacher classroom, under direct supervision of that teacher provided the administration has approved such use.

A “cell phone zone” may be established where students may use their cell phones during the school day. If made available, the time and place of this zone will be announced at the beginning of the school year.

Use of an electronic device in a manner other than described in this section will result in confiscation of the device. The student will have to meet with administration to discuss the return of the device. In some cases, parents may also be called in or a device may not be returned until the end of the year or turned over to authorities.

### **Computer—Terms and Conditions**

- ♣ No programs or games may be brought from home or any other source, nor downloaded from the Internet and installed on school computers. If programs or games are desired, they must be submitted to the computer instructor or technology coordinator. If these are allowed, they will be installed by the computer instructor or technology coordinator.
- ♣ No work in command prompt
- ♣ No physical tampering or destruction of computers, keyboards, printers, etc.
- ♣ No unauthorized use of other student's files. Students must keep their passwords private.
- ♣ The system operator and/or school personnel may periodically inspect student files unannounced and at random.
- ♣ All student files/programs will be deleted at the end of the school year by the network administrator.
- ♣ Staff will be notified of names of students on computer suspension

### **Internet—Terms and Conditions**

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Menno Public School user violates any of these provisions, his or her current access will be terminated and future access may be denied.

- ♣ Acceptable Use - The purpose of providing Internet access through the Dakota Digital Network (DDN) is to enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. The use of the Internet and e-mail must be in support of education and research consistent with the educational objectives of the Menno Public School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening, obscene or lewd material or material protected by trade secret. Use for product advertisement, commercial purposes, or political lobbying is also prohibited. The Menno Public School District may limit the use of student electronic mail to one source determined by the administration.
- ♣ Privileges - The use of Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The Menno Public School administration will deem what is inappropriate use and its decision is final. The administration, faculty, and staff of Menno Public School may request the system administrator to deny, revoke, or suspend any specific Internet user's privilege.
- ♣ Netiquette - Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - ♣ Be polite. Do not get abusive in your messages to others. Do not send or display offensive messages or pictures.
  - ♣ Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not harass, insult, or attack others. Illegal activities are strictly forbidden.
  - ♣ Do not reveal your personal address or phone numbers of students or faculty.
  - ♣ Network storage areas will be treated like school lockers. Network and school administrators may review files and communications to maintain the system responsibly. Users should not expect that files stored in district servers will be private. Trespassing in another's folders, work or files is prohibited and will result in loss of privileges. Messages relating to or in support of illegal activities will be reported to the authorities.
  - ♣ Do not use the network in such a way that would disrupt the use of the network by other users (intentionally wasting limited resources).
  - ♣ All communications and information accessible via the network should not be assumed to be private property.
  - ♣ Students are banned from utilizing Internet Chat Rooms, unless under the direct supervision of school personnel for an educational purpose.
- ♣ No Warranties - The Menno Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Menno Public School District will not be responsible for any damages students suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at a student's own risk. The Menno Public School District specifically denies any responsibilities for accuracy or quality of information obtained through its services. The Menno Public School District cannot be responsible for inappropriate or offensive material students encounter on the Internet. If offensive material would cause students personal embarrassment or other emotional or psychological damage students should not use the system.
- ♣ Security - Security on any computer system is a high priority, especially when the



system involves many users. If students feel they can identify a security problem on the Internet, they must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log in to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

- ♣ Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempts to harm or destroy data of another user, Internet or any of the above listed agencies or others networks that are connected to DDN. This includes, but is not limited to, the uploading, creation, or intentional transmission of computer viruses.
- ♣ Conditions as stated in this document are applicable to the Menno Public School District. These terms and conditions shall be governed and interpreted in accordance with policies of the Menno Public School Board, the laws of the State of South Dakota, and the United States of America.

### **Statement of Agreement with the Acceptable Use Document**

I understand and will abide by the above Terms and Conditions for Internet. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation or damage to the computer network, individual computers, computer equipment, and/or Internet/electronic mail, my access privileges may be revoked, school disciplinary action taken and/or appropriate legal action. Furthermore, I understand that I will be responsible for paying for said damages and professional services in their entirety.

### **Responsibilities of Technology Use**

The use of Menno School District's technology resources is subject to the following terms and conditions:

- ♣ The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Menno School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
- ♣ User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.

### **Parent/Guardian Responsibilities**

- ♣ Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- ♣ Review the Laptop Procedures and Information document with your children.

### **School Responsibilities**

- ♣ Provide Internet and email access to its students.
  - ♣ Access logs and email will be treated similar to school lockers. Menno School District reserves the right to review, monitor and restrict information stored on or transmitted via Menno School District owned equipment and to investigate inappropriate use of resources.

- ♣ Provide Internet blocking of inappropriate materials.
- ♣ Provide staff guidance to aid students in doing research and help assure student compliance of the Laptop Procedures and Information document.

#### Student Responsibilities

- ♣ Use computers in a responsible and ethical manner.
- ♣ Provide a network password which is kept confidential.
- ♣ Obey general school rules concerning behavior and communication that apply to computer use.
- ♣ Use all technology resources in an appropriate manner so as to not damage school equipment.
  - ♣ This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the students’ own negligence, errors or omissions. Use of any information obtained via Menno School District’s designated Internet System is at your own risk. Menno School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- ♣ Protect the Menno School District computer system by contacting an administrator about any security problems they may encounter.
- ♣ Monitor all activity on their account(s).
- ♣ Students should always log off the computer after they are done working or leaving their computer on and unattended for any period of time to protect their accounts and files. If a student does not log off, any email or Internet activity under their name will be considered their responsibility.
- ♣ If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.
- ♣ Return their laptop to the school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at MHS for any other reason must return their individual school laptop computer on the date of termination.

#### **Student Activities Strictly Prohibited**

Activities which students are prohibited from engaging in include, but are not limited to, the following:

- ♣ Illegal installation or transmission of copyrighted materials
- ♣ Any action that violates existing Board policy or public law
- ♣ Access or use of any other email program or account other than the one issued by the school or used for an online class (i.e.: Hotmail, Yahoo Mail, MSN Mail, etc.)
- ♣ Using email to harass or bully others
- ♣ Use of chat rooms and other social networking sites and apps, sites selling term papers, book reports and other forms of student work
- ♣ Messaging services (i.e. MSN Messenger, ICQ, etc.)
- ♣ Internet/computer games that are not educational in nature.
- ♣ Use of programs not installed by the district
- ♣ Downloading illegal files, including music, video or other data files
- ♣ Spamming-Sending mass or inappropriate emails
- ♣ Gaining access to other student’s accounts, files, and/or data
- ♣ Password sharing

- ♣ Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity
- ♣ Use of anonymous proxy servers or other attempts to negate firewall/filtering systems
- ♣ Giving out personal information except in an instructional context or in the performance of Menno School District business and with permission of the school district.
- ♣ Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- ♣ Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- ♣ Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

### **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 MHS Discipline Policy. 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 consequences of the Discipline Policy. 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.

### **Student Discipline**

Consequences for violations of this document will be handled under the Menno School Discipline Plan. Discipline consequences may vary depending on the severity of the offense.

Computers owned by the Menno School District are for educational purposes ONLY.

### **REPAIRING OR REPLACING YOUR LAPTOP COMPUTER**

#### **Warranty**

This coverage is purchased by the Menno School District as part of the purchase price of the equipment. HP warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. The HP warranty **does not** warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all laptop problems to the Technology Coordinator. The school will be responsible for any work that would normally be covered under warranty.

#### **Accidental Damage Protection**

The Menno School District has purchased through HP coverage to protect the laptops against accidental damage. This coverage **does not** provide for damage caused by fire, theft, loss, misuse, intentional damage or damage due to neglect or carelessness. HP will assess the laptop damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. Accidental Damage Plans normally cover one type of incident per device. (One screen, one keyboard, etc.) MHS Technology Coordinator or his designees will service repairs and replacements for defective parts and acts of accidental damage.

Please report all laptop problems to the Technology Coordinator. The school will be responsible for any work necessary for damage.

**School District Protection**

School District Protection is available for students and parents to cover laptop replacement in the event of theft, loss, or accidental damage by fire. The protection cost is \$25.00 annually for each laptop with a maximum cost of \$75.00 per family and includes a \$100.00 additional charge for each claim.

Students or parents may wish to carry their own personal insurance to protect the laptop in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the laptop computer.

**Claims**

All insurance claims must be reported to the Administration. 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.

The District will work with the Menno Police Department to alert law enforcement of this District-owned equipment.

**Use of Technology Resources Regulations**

The use of the Menno School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Menno School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Menno School District. This document is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Menno School District's Discipline Plan shall be applied to student infractions.

**Cost of Repairs/Replacements**

ITEM	COST
Lost Adaptor	\$42-\$70
Damaged/Lost Case Sleeve	\$30-\$40
Laptop Screen	\$350
Laptop and Accessories	\$800
Additional Fees may be assessed	

Items will be assessed based on cost. Above are estimates only.

**INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional damages to laptops. Warranty, Accidental Damage Protection, or School District Laptop Protection **DOES NOT** cover intentional damage of the laptops.

## Grades 5-12

## Appendix A

The Menno School District recognizes that with the implementation of the laptop initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection:

All damages will need to be covered by the school and/or the student. Following are the three options that are available for coverage. The Student/Parent must commit to one by marking the appropriate line on the last sheet of this Appendix

No Insurance                      You agree to pay for the replacement of the laptop at a cost not to exceed \$800.00.

Personal Insurance            You will cover the laptop under your own insurance policy and you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the laptop replacement not to exceed \$800.00.

**REPAIR OR REPLACEMENT FOR THE ABOVE TWO OPTIONS:** The student/parent is responsible for all costs for repair or replacement should the laptop and/or accessories be lost, stolen or damaged in any way.

District Protection            You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire in the amount of \$25.00 per laptop or \$75.00 for family coverage when there are three or more children in high school and middle school using laptop computers. This payment is non-refundable. This protection coverage has a \$100.00 additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

**NOTE: This covers theft, loss, or fire. It does not cover damages deemed to be intentional or as a result of neglect or carelessness. Nor does it cover parts replacement.**

### **REPAIR OR REPLACEMENT FOR SCHOOL DISTRICT PROTECTION PARTICIPANTS:**

The school will pay for the first instance of damage unless the damage is determined to be intentional or resulted from gross negligence. Subsequent damage costs will be the responsibility of the student/parent.

**ADDITIONAL INFORMATION:** In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

**INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional damages to laptops. Warranty, Accidental Damage Protection, or School District Laptop Protection **DOES NOT** cover intentional damage or gross negligence.

## Student Pledge for Laptop Use

1. I will take good care of my laptop and I am aware that I will be issued the same laptop each year.
2. I will not leave the laptop unsecured. I will know where my laptop is at all times.
3. I will not loan out my laptop or accessories to other individuals.
4. I will begin each school day with a fully charged battery.
5. I will keep food and beverages away from my laptop.
6. I will not disassemble any part of my laptop or attempt any repairs.
7. I will use only the case provided or another approved carrying case while transporting my laptop outside of the classroom.
8. I will use my laptop computer in ways that are appropriate and educational.
9. I understand that my laptop is subject to inspection at any time without notice and remains the property of the Menno School District.
10. I will follow the policies outlined in the *Laptop Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
11. I will file a police report in case of theft, vandalism, and other acts covered by insurance as directed by Menno School District administration.
12. I will be responsible for all damage and/or loss caused by neglect or abuse.
13. I agree to pay for the replacement of my power cords, battery, or laptop case in the event any of these items are lost or stolen.
14. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. Users should not expect anything stored on school computers on networks will be private.
15. Students will be assigned password protected network folders for their own data.
16. Students may not enter the network without the use of a username and password.
17. I agree to return the Menno School District laptop and all accessories in good working condition.
18. I agree to remove all stickers, pictures, etc. before returning my laptop for the school year. There will be a fine for any sticky residue left on the computer.

Student Grade\_\_\_\_\_

**Fill out this sheet and return to the school office.**

**Laptop Damage/Loss Coverage**

Please choose 1 of these 3 options.

\_\_\_\_ No Insurance – I will be responsible for any repair/replacement up to \$800.

\_\_\_\_ Personal Insurance – I will cover the laptop on my own insurance and agree to pay the district the amount received from insurance plus any additional amount needed to cover any repair/replacement up to \$800.

\_\_\_\_ District Protection – I have reviewed the information on page 1 of this appendix and agree with the terms for repair/replacement. \$25 per student (\$75 per family max)

**Web Page Permission Form**

Throughout the year, teachers will be updating their website with photographs of the class or examples of student work/projects. The school's Internet sites can be viewed at <https://www.menno.k12.sd.us/> and <https://www.facebook.com/Menno-Public-School-156429767730380/>.

Please read through the following options and circle yes or no for each.

Yes No My child's picture may be displayed on the teacher's or school's Internet sites. I understand that they may be identified using first name and last initial.

Yes No My child's work samples, art work, or pictures of their completed projects may be displayed on the teacher's or school's Internet sites.

Yes No My child's name and photo can be published in the newspaper or used by TV stations. Examples: Santa letters, class activities, field trips, recognition, etc.

**I agree to the stipulations set forth in the above documents including the Laptop Procedures, and Information; the Acceptable Use document; Laptop Protection Plan, the Student Pledge for Laptop Use, and Web Sites Publications**

\_\_\_\_\_  
Student Name (Please Print) Grade

X \_\_\_\_\_ Date: \_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

X \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian Signature