

## Republic County Jr/Sr High School 1:1 Laptop Program

### STUDENT COMPUTER REGULATIONS

USD109's technology program exists for the purpose of enhancing the educational opportunities for each and every student. Proper use of technology has never been more important. We believe students will be engaged more, and have an easier time absorbing the information learned at Republic JR/SR High School. Students will be involved in activities that are consistent with the educational objective and goals of the district.

Prior to receiving a school owned Laptop/Chromebook, students with their parents, must sign the acceptable use agreement form. This makes sure all parties understand the internet, laptop, and home use rules. There are many safety protocols in place to all but eliminate inappropriate content. However, if you ever notice something that is bothersome, please do not hesitate to contact technical support.

Parents/Guardians may ask for more restrictions in writing. There is also an application from Securly that can be set up on the device of a parent/guardian. This will allow them to monitor what is being used on a student's school device. We cannot monitor other devices, except school owned devices.

Please contact Edu Medina at [emedina@usd109.org](mailto:emedina@usd109.org) if you are interested in this application.

Republic County USD 109 charges a \$30.00 Technology fee for students with a 1:1 computer. This will act as an annual protection fee. Most likely the Technology department will have to spend time fixing multiple devices a week. With this in mind, a loaner device will be provided if there is an issue with the assigned device. Please take care of the loaner and your assigned device.

### **Repairs or missing Devices.**

Here is a breakdown of fees if damages were to occur: e.g. broken screen, broken keyboard, broken charger. If it is a software issue, then there will be no charge. This only applies to visible physical damage/neglect. Water damage is included. These Chromebooks are sensitive equipment. Yes, they are designed with students in mind, but they should be treated like you are carrying around a glass picture frame. Each Chromebook will have a protective case, so there is no reason for a cracked screen.

If the screen is cracked, or broken there will be a charge. If the keyboard is missing keys, there will be a charge. If it is broken beyond repair, then parents/guardians are responsible for the price of a new Chromebook.

**1<sup>st</sup> Repairable Damage: \$30 Repair Charge**

**2<sup>nd</sup> Repairable Damage: \$30 Repair Charge**

**3<sup>rd</sup> Occurrence: Cost of repair, or price of purchasing new Chromebook.**

**Lost Chromebook Chargers will have a fee of \$25 each time. No borrowing chargers. If you pay \$25 you can buy a new one. If that charger is returned on the same day, you can have a refund.**

**Lost devices will have a charge of \$115.00. Stolen devices will need a police report and each situation will determine if a charge is needed. Keep it close and/or in a secure location. Please call the HS Office if your device is stolen. (785) 527-2281**

**Intentional damage will leave the parents/guardians responsible for the cost of repairs/replacement.**

The Chromebooks are school property. If you no longer attend school, the laptop must be returned. Devices must be turned in before Summer starts. After summer you will get your same device if you are still enrolled at RCHS, so please treat it like it is your cell phone.

## CHROMEBOOK GUIDELINES

- The District needs to be paid the Technology fee before the school year. If you qualify for free or reduced lunch, please ask about any waivers.
- Must remain in the student's lockers if a teacher does not require them for their class.
- Please keep in a nice case, or secure in a backpack.
- Please take the Chromebook home and charge it each night.
- Files kept on the device cannot be considered confidential. Keep nothing on it that you would not share with your teacher.
- Students and Parents are responsible for any loss or damage that may occur on or off campus.

## DO NOT

- Eat or drink near the laptop
- Touch the screen, unless cleaning with a soft rag.
- Rest pens or pencils in your keyboard.
- Throw, slide, drop, toss. ect.
- Leave in extreme temperatures.
- Leave unattended or in a vulnerable area.

These rules apply to home and school.

### **Connecting to your home Internet Service:**

The Republic County Jr/ Sr Unified School District will provide suggested instructions for attempting to connect your student's laptop to your home internet service. However, home internet service is not guaranteed. Home internet service cost is the responsibility of the parents, and is not required for enrollment at Republic County Jr.Sr High School. If a parent communicates a desire to restrict access at home to certain sites or information, the parent's request shall be communicated to school officials, in writing, and the student shall acknowledge the prohibition, and his/her agreement to comply in writing.

### **Internet Use Rules:**

#### **Be a Responsible Digital Citizen**

We strive to show students the safe, legal, and responsible use of information and technology. We also embrace the following conditions or facets of being a digital citizen.

- **Respect Yourself.** Select online names that are appropriate.
- **Protect Yourself.** Do not publish personal details, contact details, or schedules of activities for yourself or anyone else. Check with your teacher before registering at any website.
- **Respect Others.** Do not use technologies to bully, harass, or tease other people.
- **Protect Others.** Protect others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Request to use the software and media others produce.

### **Safety Issues:**

The Internet has great promise for sharing ideas and knowledge, it also has the potential for misuse. The Republic County Jr/Sr Unified School District does filter the internet in an effort to block material that is not appropriate for students both at school and at home. Your laptop will tap into the same filtered internet whether you are at school or at home. You will not be allowed to configure your laptop's internet access to bypass the filter. Your laptop will be filtered at a less restrictive level at home than at school. Parents, remember, even the best filter available will not stop someone who is intent on visiting inappropriate sites. Parents must accept full responsibility for supervising their child's use when not in a school setting. Your child is still responsible for following all school rules for appropriate computer use while online at home.

1. The district has a filtering system in place that filters internet content both at school and at home in accordance with the Children's Internet Protection Act (CIPA).
2. Students must sign and adhere to USD 109's laptop, internet, and home use policies.
3. Student must use the internet in a way that complies with the school acceptable use policy and student handbook.
4. Realize that the laptop is district property and all content (software, email, internet use) will be monitored. Messages and/or internet content relating to or in support of illegal activities will be reported to the authorities.
5. Students are not allowed to try to bypass the district filter in any way, including but not limited to the use of proxy avoidance sites.
6. A user who accesses fee services of any sort is solely responsible for all charges incurred. District, school, and classroom-level software purchases must be acquired through the district's process.
7. Do not reveal identifying information about yourself or others through email or the internet. That information include name, age, address, phone number, photographs, or parents' names. Check with your teacher if something requires this information. It is better to be safe and guard your information. Identity theft is a growing problem.
8. The internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the internet and then used in academic work is to be properly documented. Students may not access web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal

activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.

9. “Cyber-bullying” will not be tolerated. Cyber-bullying means bullying by use of any electronic communication device using, but not limited to e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, websites, etc.
10. Don’t access, send, create, or forward any materials, communications, files, or images that are defamatory, obscene, pornographic, harassing, threatening, or illegal. If you receive any of those items, report it to a school administrator. This includes creating a website or webpage (this includes blogs and social media sites), or adding to an existing website or webpage in order to “bully”, intimidate, or harass another student or staff member even if you did not use district resources to create, modify or access the site as this will be considered an interruption of the educational process at school.
11. Installation of peer-to-peer files sharing programs is strictly forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist, or language arts department person.
12. Don’t use your laptop or the network for commercial, political, or other private purposes. Your laptop is for your schoolwork.

**Email:**

- Students will have a USD 109 email assigned account for the school. It is very important that you keep your password secret. Someone else logging into your email and sending inappropriate messages will get you into trouble. You will be expected to use your school email for communicating with teachers and other staff.
- E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.

**Email Etiquette:**

- Keep your communications school-appropriate.
- Don’t engage in personal attacks or harassment.
- Use clear, concise, and appropriate language. Think about what you have to say and how you say it. Email doesn’t show sarcasm or wit as well as you might think.
- Respect privacy (yours and everyone else’s). Do not repost a message without the permission of the person who sent it. Don’t share personal information.
- Your district email can and will be monitored. Please use it appropriately. Infractions may result in the loss of email use or other consequences.

**Copyright Infringement and Plagiarism:**

- You must respect the rights of copyright owners. Copyright infringement happens when you copy someone else’s work that is protected by copyright. If you are unsure if something can be legally copied or not, request permission to copy from the copyright holder. You are responsible for any copyright penalties that you commit

while using your laptop. You agree to abide by all patent, trademark, trade name, and copyright laws.

- Plagiarism is taking someone else's work and presenting it as if it were your own. Plagiarism is not acceptable. All sources must be cited.

### **Software and Networking:**

- Users may only install and use properly licensed software, audio, or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses and follow all copyright provisions.
- Copying for home use is prohibited unless permitted by the district's license and approved by the district.
- If you have a specific need for additional software or you want to add personal software, you must request approval prior to the installation.
- Don't use your laptop to gain access to the school's or other computer systems for any illegal activities, or go beyond their authorized access. This includes trying to login as another user or another's account.
- Republic County Jr/Sr High School reserves the right to define inappropriate use of technology.
- School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.

### **Classroom use:**

- Students will respect the "lids down" directive when made by teachers.
- Use of the computer (including "Instant Messaging") for anything other than a teacher-directed or approved activity is prohibited during instructional time.
- Internet computer games are prohibited in classes, activity period, and the library during regular school hours.
- Computers may not be used to make sound and video recordings without consent of all those who are being recorded.
- Sounds must be turned off at all time, except when being used as a part of a class. Students may use their own headphones to listen to music, etc., if they have the instructors' permission.

### **Miscellaneous:**

- From time to time, the tech department may need to update your laptop. Your laptop can be remotely watched or even controlled.
- You will not be able to keep the laptop over the summer break.
- Files in your document folder are backed up on the network, but the student is ultimately responsible for backup their files. Music and video files will NOT be backed up and are not allowed to be stored on the hard drive or the district server. Files lost are not the responsibility of Republic County Jr/Sr High School. Files should be backed up onto the required flash drive whenever you have made changes to files that you would not want to lose. The Republic County Jr/Sr Unified School District is not responsible for replacing lost files.

- USD 109 invests in virus protection, however, if a computer must be re-imaged (erase a laptop) only those files that have been backed up on Republic Country Jr/Sr's server are replaced. Music and video files are not replaced after a re-image, nor are some personalized settings.
- Laptop loaners are considered to be an extension of the originally issued laptop. This means that should a loaner suffer damage, the student who possesses it, is responsible for the damages to the loaner laptop. Previous users of the loaner laptop are not considered in assessing damages to a loaner laptop.
- If your paper did not print, find out why rather than printing more and more copies.
- Should the need arise the Acceptable Use Policy may be modified by the Republic County Jr/Sr Unified School District, preferably with notice.
- Student class files will be saved to the server.

### **Problems, Loss, and Damage:**

- If the computer is damaged or not working properly, it must be turned in to the USD 109 district technology staff for repair. Parents/guardians/students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop computer.
- If the student is having computer problems the student should notify the office of the problem through a trouble ticker.
- The building tech staff will assess whether the issue requires a warranty repair. If a warranty repair is required, the student will receive a loaner while their computer is being repaired. The loaner device may not be taken home.
- If the building technician determines negligence on the part of the student, the technician will follow the computer damage procedures. The student is responsible for repairs or full replacement. The student must pay the fee before he/she will receive his/her device.
- The student may receive access to a loaner device to be used during the school day when a computer is damaged. Loaner computers will be distributed according to times specified by the school. The student is not allowed to take the loner device home.
- If a laptop is stolen, the police and school office (785-527-2281) should be notified **immediately**. A police report must be filed, in order for the district to file an insurance claim. If you fail to file a police report, you are responsible for the full value of the computer. The student or parent/guardian should notify the building principal within 24 hours or the following Monday morning if incident occurs on a weekend. The student/parent/guardian, in cooperation with the building principal, should file a police report if they believe the device has been stolen. If a user issues false information in reporting a missing device, he/she will be held responsible for the loss of the device and may face further consequences associated with reporting false information. Full restitution is made by student/parent/guardian if computer is not found. The student may check out a loaner computer, which will remain at school until the original device is located or replacement cost is paid.
- If a laptop is lost, the school office must be notified as soon as possible and the student is responsible to replace the laptop. If it is discovered that the loss of a

device is due to damage that has occurred in part because the student is not in complete compliance with the terms of agreement or the expectations detailed in this Student/Parent Laptop Handbook as they relate to storage, security, handling, transporting, or reporting loss of the device, the student will remain responsible for the loss of the device.

- You are required to keep the same equipment as was originally issued, unless those parts fail or are stolen or damaged. If stolen, report theft immediately to the school administration and appropriate law enforcement authorities. Bring damaged or failed parts to the tech department for evaluation and disposition.
- The student is responsible for the laptop throughout the school day. The school will not be responsible for laptops that are left in classroom, hallways, or lockers.

***We are excited to offer student this opportunity! Help us make this an excellent learning adventure for all students and staff.***

### **LAPTOP RELEASE FORM**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Asset Tag Number:** \_\_\_\_\_

The laptops are to be signed out only for educational use by the student for the following dates:

From:

Returned on:



The Laptop will be returned in the same condition in which it was signed out with a slight degree of wear expected.

I/We will pay any costs incurred for the damaged laptop(s).

I/We will cooperate according to the 1:1 laptop regulations to replace any lost or stolen laptop.

I/We assume full responsibility for the laptop while in my possession.

I/We understand that school policies apply to the use of this district laptop, whether such use is at school or outside of school. This laptop is subject to monitoring and search by district staff at any time, the disciplinary action may be taken against students for violation of school policies brought about by use thereof. Violation of school policy or negligent acts with regard to the care or keeping of the laptop may result in the privilege to use district laptops and/or to take them home being revoked.

I/We understand that the installation or uninstalling of software on the laptop is strictly prohibited. Requests can be made to the technology director if you so desire.

\_\_\_\_\_  
School Administrator's Signature

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent/Guardian

This form was received on:

\_\_\_\_\_  
Date: