

Belle Fourche School District 9-1



Acquiring Skills To Build Futures

Laptop Policy, Procedures, and Information Belle Fourche Schools

Belle Fourche Schools Laptop Program

The focus of the laptop program at the Belle Fourche School District is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students, the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Laptops integrates technology into the curriculum any time, any place.

The policies, procedures and information within this document apply to all laptops used in the Belle Fourche School District, including any other device considered by the principal to come under this policy.

Teachers may set additional requirements for computer use in their classroom.

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1. LAPTOP SPECIFICATIONS

The Belle Fourche School District will select an appropriate laptop based on current market availability and classroom requirements for you to use.

2. RECEIVING YOUR LAPTOP

Laptops will be distributed each fall during “Student Registration & Laptop Orientation.” Parents and students must sign and return the laptop documents before the laptop can be issued to their child.

Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled in the Belle Fourche School District.

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 taken to the Technology Help Desk located in their school.

3.1 General Precautions

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 must remain free of any writing, drawing, stickers, or labels that are not the property of the Belle Fourche School District.

Laptops must never be left in any unsecure/unsupervised area such as a vehicle or unlocked locker.

Students are responsible for keeping their laptop’s battery charged for school each day.

3.2 Carrying Laptops

The protective cases provided with laptops are sufficient 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.

The laptop must be turned off before placing it inside a backpack or other carrying case.

Never carry your laptop by the screen/lid.

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 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.

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 will be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher.

4.1 Laptops Left at Home

If students leave their laptop and/or AC Power Adapter at home, they must immediately phone parents to bring them to school. Repeat violations of this policy will result in disciplinary action.

4.2 Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair at the Help Desk.

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

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

4.5 Printing

Students may use designated printers in their school building with the teacher's permission during class or breaks. The Technology Help Desk will not install or support home printers. School printers are provided and installed on each student laptop.

4.6 Unacceptable Configurations or Use

No student shall attempt to override any configurations, hack, work around or make use of the computer with any malicious intent. Immediate cessation of all school computer privileges will result from any malicious intent while using the laptop.

Inappropriate media like, but not limited to the following: presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

Hard drive\Hardware (BIOS) passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving Data

Students will be responsible for saving their school-related work. The available hard drive space on the student laptop is limited. There are other cloud based storage options available to the students to save their work to as well as the ability to use personal storage media such as USB or Micro-SD Flash Memory devices. Students are responsible for backing up their work. We recommend that work be stored in at least two locations, e.g. in a cloud storage and on a flash drive.

Data in any form on any district laptop is not private and is accessible to Belle Fourche School District officials at any time. Additional storage options may become available to students as the need arises. Notification of such availability will be provided to the students.

In the event of a hard drive failure or computer re-imaging, it is vital students find means to back-up data. Students are responsible for this back-up. The technology staff will make every effort to retrieve

information should an accident occur, but there is no guarantee of success. Students are completely responsible for storing data safely and securely.

5.2 Saving Data to Removable Media

Students should also backup all of their work at least once each day using removable media. Removable media may be purchased at local retailers. Purchase of these devices is the responsibility of the student. Loss or damage is student responsibility.

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 not submitting work.

6. SOFTWARE ON LAPTOPS

6.1 Originally Installed Software

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

From time to time, the school may add or remove software applications as needed for your courses.

6.2 Virus Protection

The laptop has anti-virus protection software. This software will scan the hard drive and removable media 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

Any additional software must be appropriate for the school environment and may not infringe on the productivity of the classroom setting. Additional software must be approved by the principal and installed by the Technology Help Desk. Students will not be able to install their own software.

6.4 Inspection

Students will be subject to periodic laptop inspections. These may be conducted by a teacher in a classroom, remotely by a staff member or by a member of the technology staff. The laptops are the property of the Belle Fourche School District. Information typed within software applications and files stored on the laptop should not be considered private or confidential.

6.5 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the technician will make an effort to backup user data. The hard drive will then be re-formatted. Authorized software will be installed and if able to, the backup data files reinstated. The school does not accept responsibility for the loss of any data due to a re-format and re-image.

7. ACCEPTABLE USE

7.1 General Guidelines

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 Belle Fourche School District.

Students are responsible for their ethical and educational use of the technology resources of the Belle Fourche School District.

Access to the Belle Fourche School District technology resources is a privilege and not a right. Each employee and student will be required to follow Belle Fourche School District Policies IIBF, IBBA and the Acceptable Network and Internet Use Policy.

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. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Acceptable Network and Internet Use Policy.

7.2 Privacy and Safety

Do not go into chat rooms or send chain letters without permission.

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, passwords 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 or an 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 BFSD 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. 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 is 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 during class without permission.

E-mail is subject to inspection by the school.

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 will result in disciplinary action as outlined in the Student Handbook.

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.

8. PROTECTING & STORING YOUR LAPTOP COMPUTER

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 school district asset tag

Individual User account name and password

8.2 Password Protection

Students are expected to use only their designated account logon information given to them by the school district and to keep that password confidential. All user accounts are governed by the State of South Dakota K-12 Data Center Policy Manual.

8.3 Storing Your Laptop

When students are not monitoring laptops, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the laptop when stored in the locker. Students are encouraged to take their laptops home every day after school regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle at school or at home.

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 cafeteria, computer lab, concourse, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised laptops will be confiscated by staff and taken to the principals' office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

9. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

9.1 Warranty

This coverage is purchased by the Belle Fourche School District as part of the purchase price of the equipment. The manufacturer 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 warranty does not warrant against damage caused by misuse, abuse, accidents, or computer viruses. Please report all laptop problems to the Technology Help Desk.

9.2 School District Protection

The Belle Fourche School District will require a \$25.00 non-refundable deposit for all new students to the program, all incoming freshman at BFHS, and at BFMS according to the Middle School Deposit Schedule in Table 9.2 below with a maximum cost of \$50.00 per family each year. In the case of a claim, the Belle Fourche School District can, at its discretion, charge the student/family up to an additional \$200.00 for each claim. If the student is on free/reduced lunch status, a waiver of the non-refundable deposit may be available. Please see the school office for information about the waiver. In the case of a claim, the waiver of the non-refundable deposit does not apply to the additional discretionary charge.

Table 9.2 – Middle School Deposit Schedule

School Year	Grades Requiring Deposit
2017 – 18	7 th and 8 th Grade Students
2018 – 19	6 th and 7 th Grade Students
2019 – 20	5 th and 6 th Grade Students
2020 – 21 +	5 th Grade Students

Optionally, students or parents may wish to self-insure the laptop in cases of theft, loss, or accidental damage. You would be responsible for any repairs or replacements. Students/Parents are responsible for making these arrangements with their own insurance company. Students or Parents will be required to sign and have notarized a Self-Insured Waiver Form and return it to the Administration Office on an annual basis.

9.3 Claims

All claims must be reported to the Technology Help Desk in their school building. In the event of theft or fire, 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 by the school district.

Fraudulent reporting of theft, loss, or accidental damage will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the Student Handbook.

In the case of theft or loss, the school district will work with the Belle Fourche Police Department to alert pawnshops and other agencies in the area to be aware of this district-owned equipment.

10. LAPTOP TECHNICAL SUPPORT

The Technology Help Desk in the High School is located in room 146 near the Student Center and in room 719 in the Middle School. The Help Desk coordinates the repair work for laptops. Services provided include the following:

Hardware maintenance and repairs

Password reset

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. LAPTOP FAQ'S

1. Can I use the laptop computer and software throughout my career at BFHS?

Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

2. What if I already have another model or brand of laptop computer?

You will be required to use the school district issued laptop for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Belle Fourche School District is also limited to provide maintenance service or assistance for only the school issued laptops. For these reasons, other laptop computers will not be used on the Belle Fourche School District network at school.

3. Can I have my laptop computer this summer?

No. All laptops will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their laptops again at their orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and BFHS's policy regarding the ethical use of computers.

4. What about insurance against theft or breakage through carelessness?

Your laptop computer is very portable and very valuable, making it an attractive target for thieves. Therefore, the Belle Fourche School District requires a \$25.00 non-refundable deposit annually for each laptop with a maximum cost of \$50.00 per family. You will be responsible for paying an additional charge of up to \$200.00 for each damage, theft or loss claim.

Student/Parents can optionally choose to self-insure the laptop in cases of theft, loss, or accidental damage. You would be responsible for any repairs or replacements. You would be responsible for making arrangements with your insurance company and completing the Self-Insured Waiver Form.

The best insurance is to take care of your laptop. Do not leave your laptop in the building, classroom, concourse, or car unattended. Always know where your laptop is!

5. Does BFHS provide maintenance on my laptop computer?

Yes. The Technical Services Help Desk staff will coordinate maintenance for students.

6. What will I do without a computer in my classes if my laptop unit is being repaired or while I am replacing it if it is lost or stolen?

The Technology Help Desk stocks a limited number of laptop computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit at the Help Desk, the same area where you will go for service on your laptop computer. If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.

7. If I purchase software in addition to the available software provided through the School District, will the Technical Help Desk staff load it for me?

No. Your laptop will be loaded with the appropriate software required for your classes.

8. Do I need a printer?

You do not need to own your own printer since printers are located in the school buildings.

9. What if I want to add options to my laptop later?

Only the Belle Fourche School District is authorized to add options, software and upgrades to your laptop computer.

10. What if I want to run another operating system on my laptop?

Only the operating system chosen by the Belle Fourche School District will be authorized to run on a student-issued laptop computer.

11. What has the school done to help prevent students from going to inappropriate sites?

It is the policy of the Belle Fourche School District to, in good faith, attempt to prevent: (a) user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) unauthorized access and other unlawful online activity; (c) unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. The Belle Fourche School District has a software product designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal's Office. In addition, teachers may make use of provided software to monitor student activity at all times.

12. What if they bring their assigned laptop in for repairs and "objectionable data" is detected?

Inappropriate material on laptops should be reported to the classroom teacher, administrator, or the Help Desk immediately upon identification. Students who have "objectionable data" on their assigned laptop but have failed or chosen not to report it will be referred to the Principal's Office.

13. If the accessories to my laptop are lost or stolen, how much will it cost to replace them?

In the event that laptop accessories are stolen, you should report the lost items to the Help Desk or Principals' office.

The cost to replace specific accessories may be obtained from the Help Desk.

Student Pledge for Laptop Use

1. I will take good care of my laptop and know that I will be issued the same laptop each year.
2. I will never leave the laptop unattended.
3. I will know where my laptop is at all times and never loan out my laptop to other individuals.
4. I will charge my laptop's battery daily.
5. I will keep food and beverages away from my laptop since they may cause damage to the computer.
6. I will not disassemble any part of my laptop or attempt any repairs.
7. I will protect my laptop by only carrying it while in the approved case.
8. I will use my laptop computer in ways that are appropriate and educational.
9. I will not write, carve or put stickers on the District laptop computer or its case.
10. I understand that my laptop and accounts are subject to inspection at any time without notice and remain the property of the Belle Fourche School District.
11. I will follow the policies outlined in the *Laptop Handbook* while at school, as well as outside the school day.
12. I will file a police report in case of theft, vandalism, or other acts.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to pay for the replacement of my power cord, or laptop case in the event any of these items are lost or stolen.
15. I agree to return the District laptop, power cords, and bag/cover in good working condition.
16. I will not reveal my own or anyone else's personal address or phone number.
17. I agree to abide by all copyright and license agreements.
18. I agree that no financial transactions of any kind will be allowed using the school account.
19. I understand that access to the Internet may be allowed, as well as, the possibility of student work and photos being published on the Internet.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

OFFICE USE ONLY:
STUDENT ID: _____
LAPTOP SN: _____
LAPTOP TAG: _____

Self-Insured Waiver Form

I _____ am electing to self-insure the Belle Fourche School District
Print Parent/Legal Guardian
owned laptop that is issued to _____ for the school year _____.
Print Student Name

By signing this waiver form, I fully understand the following:

1. I am fully responsible/liable for any labor, repair or replacement costs of the laptop and its accessories.
2. I understand that all costs incurred are non-refundable and that I will be billed by the Belle Fourche School District for these costs.
3. I understand that all claims will still be reported to the Technology Help Desk.
4. I understand that the laptop and its accessories will remain the property of the Belle Fourche School District.
5. I am responsible for making any necessary arrangements with my insurance company if I so choose.

Signed on this _____ day of _____, in the year _____ and shall remain valid for a period one (1) year.

Signature Parent/Legal Guardian

Print Parent/Legal Guardian

STATE OF SOUTH DAKOTA

COUNTY OF BUTTE

On this _____ day of _____, in the year _____, before me personally appeared _____, known to me to be the person who is described in, and who executed the within instrument and acknowledged to me that they executed the same.

Notary Public

Printed Name: _____

My Commission Expires: _____

Notary Seal

OFFICE USE ONLY:
STUDENT ID: _____
LAPTOP SN: _____
LAPTOP TAG: _____