

# USD 322

## Onaga – Havensville – Wheaton

### Laptop Handbook

### 2018-2019

#### INTRODUCTION

The intent of a 1 to 1 laptop initiative is to provide a common device for all teachers and students to utilize for the enhancement of teaching and learning for the students of USD 322. By providing our students laptops, they will have more opportunities to develop academic, problem solving, and higher order thinking skills than ever before. Learning opportunities across all curriculums will be enhanced as students are able to learn away from a typical classroom setting with the information pipeline at their fingertips. This also allows students and staff to have more flexibility and efficiency in scheduling courses. These policies and procedures include expectations, responsibilities and direction of student use of laptops as a tool to enhance teaching and learning.

#### LAPTOP POLICIES AND PROCEDURES

##### **1.0 Laptop Distribution and Collection**

Laptops will be distributed to students at the beginning of each school year and will be assigned to a particular student for the duration of their school enrollment.

##### **1.1 Receiving Your Laptop & Check-in**

The laptops will be distributed to students at time of enrollment, provided that the parents have signed all necessary paperwork and have paid the technology usage fee. The Laptop is school district property. Parents and students must sign and return the Student/Parent Laptop Acknowledgement form before the laptop will be issued to any student.

Laptops will be provided to enhance the student's learning environment. In order for this endeavor to be successful, it will take a joint effort between the students, staff and parents to ensure the success of this program.

Students are encouraged to take their laptops home every day for charging. However, a student may lose this privilege if he or she demonstrates a lack of responsibility in laptop care or use.

##### **1.2 Returning Your Laptop**

The laptops and all accessories will be collected at the end of each school year for maintenance, cleaning, and software installations. Students who withdraw, are suspended/expelled, or terminate enrollment in USD 322 Schools for any reason must return their individual school issued laptop at such time. Laptops will be examined for serviceability at the time of withdrawal from school. Students will be reissued the same laptop at the beginning of the next school year.

If a student fails to return the laptop at the end of the school year or upon suspension, expulsion, or withdrawal from school, the student/parent will be responsible for the replacement cost of the laptop. Failure to return the laptop will result in a report being filed with law enforcement. In the instances where a student ***is not allowed to take the laptop home***, failure to check in the laptop at the end of each day may constitute a report being filed with law enforcement.

The student/parent will be responsible for any damage to the laptop, consistent with the policies set forth in this handbook and must return the laptop and all accessories in satisfactory condition. The student/parent will be charged a fee for any needed repairs other than normal wear and tear not to exceed the replacement cost of the laptop (approximately \$800).

## **2.0 General Precautions and Laptop Care**

Students are responsible for the general care of the laptop that has been issued by the school. Laptops that are broken or fail to work properly must be ***turned in to the high school office where the student will be required to complete a laptop repair form.***

### **2.1 General Precautions**

The laptop is school property, and all users will follow this policy and the USD 322 Acceptable Use Policy (see 6.0) for technology. Student laptops will be labeled in the manner specified by the school. Laptops can be identified based on serial number.

**KNOW WHERE YOUR LAPTOP IS AT ALL TIMES!**

- Cords and cables must be inserted carefully into the laptop to prevent damage.
- Laptops and cases must remain free of any writing, drawing, stickers, or labels that are not the property of USD 322.
- Laptops must never be left in an unsupervised area including any place that is not secure.
- Students are responsible to ensure their laptop battery is charged for school each day.
- Students must keep their laptop in the protective case, provided by the school, at all times.
- Placing other objects (such as folders and workbooks) in the protective case must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.

Laptops should never be stored in a vehicle. Heat and cold can cause damage.

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 device within the school.

### **2.2 Screen Care**

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

- Do not lean on the laptop.
- 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.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of chemicals WILL damage the screen.

Do not “bump” the laptop against lockers, walls, car doors, floors, or other solid structures as it may crack or break the screen.

## **2.3 General Care**

Students to be responsible with the laptops, students can lose the privilege to use a laptop if they fail to show responsibility for their laptop care and usage. The following is a list of activities that could lead to consequences, including but not limited to, a student losing technology privileges.

- Failing to use the required protective case
- Irresponsible care and/or use of the laptop as deemed by school staff
- Carrying the laptop with it open
- Using earbuds/headphones without permission
- Leaving the laptop unattended
- Accidentally knocking or sliding a laptop off the desk (if intentional, school discipline also applies)
- Using the laptop during the school day for non-school related use
- Bringing the laptop to school without adequate charge (applies on to 24/7 users)
- Not bringing the laptop to school
- Not putting away the laptop when directed by a staff member
- Breaking a laptop
- Losing a laptop
- Taking/Hiding another student's laptop
- Using another student's laptop (without being directed to by a teacher)
- Participating in any inappropriate or illegal activity with the laptop (school discipline also may apply)
- Sharing usernames, passwords
- Sharing files, data, and homework (without being directed to by a teacher)
- Inappropriate use of the camera or video

The above lists are a guideline, not all inclusive. Administration reserves the right to deviate from this policy when necessary depending on the severity and details of the individual situation.

## **3.0 Using Your Laptop at School and at Home**

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. Students should bring their laptop to all classes, unless specifically instructed not to do so by their teacher.

### **3.1 Laptops Left in Unsupervised Areas**

If a laptop is found, it will be taken to the office, where the student may pick it up. Repeated lack of supervision on the part of the student may limit the student's use of the device and the privilege to take the laptop off of school grounds.

### **3.2 Laptops Left at Home**

Students are expected to bring their laptop with them every day. If students leave their laptops at home, they are responsible for getting the course work completed as if they had their laptop present. If a student repeatedly leaves their laptop at home the privilege to take the device home will be suspended for a designated period of time as determined by the principal. If students fail to bring their laptop to school for 3 consecutive days, or is excessively absent, the laptop will be considered stolen and reported to law enforcement.

### **3.3 Laptop Undergoing Repair: Loaner Laptop**

If available, loaner laptops may be issued to students whose device is being repaired on the first occurrence. Subsequent occurrences of the need for repair could limit the use of the laptop by the student to a school setting.

### **3.4 Charging the Laptop**

Laptops must be brought to school each day in a fully charged condition. Repeat violations of this policy may result in students being required to leave their laptops at school to only be checked out in the morning and then checked back in at the end of the day.

### **3.5 Sound, Music, Games or Programs**

Sound must be MUTED at all times unless permission is obtained from the teacher for instructional purposes. Appropriate music is allowed on the laptop and can be used at the discretion of the teacher. Music containing profanity or promoting drug and alcohol use, sex, and or violence should not be on the laptop. **Ear buds/headphones should be used in the classroom based upon individual teacher approval.**

Use of Internet games and video chat during the school day is not allowed on the laptops without teacher permission. All software/apps will be provided by the school district. Students are not allowed to download apps while at school or at home.

### **3.6 Laptop Identification: Personal Screenshot, Passcodes, Screensavers, Media, and Other Content**

A personal ID of the student will be used as the lock screen. The personal ID must be used on the laptop for security measures at all times. The office will have a list of all students' personal IDs. Students are not allowed to change an ID without permission. If a student cannot open his or her laptop with his or her ID after 3 tries, he or she must let the teacher know.

Disciplinary action may be taken for violating any provisions of the USD 322 Acceptable Use Policy (see 6.0). These provisions include:

- Loading/storing/accessing inappropriate media – photos/videos – on the laptop is not allowed.
- Accessing, downloading, or searching for pornographic materials is not allowed.
- All backgrounds and titles must be appropriate and in good taste.
- All inappropriate language/music, alcohol, drug, tobacco, and gang related symbols or pictures are not allowed.

If the laptops are used for hacking into the school's confidential records, plagiarizing, cheating, or committing any other violation of law or school district policy, the student will be subject to disciplinary action up to and including suspension/expulsion from school and/or the suspension and/or revocation of laptop privileges.

### **3.7 Application Management & Printing**

The District will be responsible for syncing, updating and managing applications for all grades. Printing will be allowed to specific printers and managed by the tech director.

### **3.8 Home Internet Access**

Students are allowed to set up additional wireless networks on their laptops when off district property. It will be necessary to use web-based services outside of the school setting. Internet filtering will be provided at school. Internet filtering will not be provided at the student's home. This will be the parent/guardian's responsibility.

### **3.9 Laptops and Extra-Curricular Activities and Transportation**

Laptops can be used at extra-curricular activities and during transportation unless the school staff member sponsoring/in-charge of the group states otherwise.

#### **4.0 Managing Your Files and Saving Your Work**

It is recommended that students save to *their OneDrive* or email documents to their personal school- issued email accounts for storage. It is the student's responsibility to store their work and documents in a safe/secure cloud environment. The district does not guarantee or restore any personal material on the laptops, such as photos and music.

#### **5.0 Software/Applications on Laptops**

Students are not allowed to download applications while at school or at home. USD 322 will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the laptop. If space on the device becomes a problem, the student's personal music, photos, and videos will be removed from the device to provide additional space.

#### **5.1 Originally Installed Software/Applications**

The apps and operating system originally installed by USD 322 must remain on the laptop in usable condition and be easily accessible at all times. Students are not to remove any district installed software, applications, profiles, restrictions or tamper in any manner with the device profiles. Students are not permitted to share any passcodes with other students. Modifying/tampering or jail breaking the system software on the laptop will result in disciplinary action being taken. The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or re-image.

#### **5.2 Inspection**

Students have no expectation of privacy in their district issued laptop or district email account. Students will provide their assigned laptop for inspection at any time requested by a school official. Laptop use and contents will also be monitored remotely; this refers to the Mobile Device Management (MDM) being able to take inventory of the apps and internet usage.

#### **5.3 Technology Support**

Technology support for laptops will be available during the normal school day, during the normal hours of operation. After hour support will not be available.

#### **6.0 Acceptable Use Policy**

U.S.D. #322, Onaga Schools, is pleased to be able to provide access to digital devices and the Internet for its students and staff for educational and professional use. District issued laptops are intended to be used by the student only; other family members should not use the laptop. The use of the Internet and devices is a privilege, not a right. Users are expected to act in a responsible, ethical and legal manner in accordance with the educational missions and purposes of the school, the missions and purposes of the other networks they use on the Internet and the laws of the states and of the United States.

Users are responsible for their own behavior and communications over these networks. The District will not be responsible for financial obligations arising through unauthorized use of the system. It is presumed that users will comply with the district's policies and guidelines and will honor the agreements they have signed.

Users are reminded that the devices, network, and thus the files stored on them are the property of the district. Network administrators may review files and communications. Users should not expect that files stored on district owned equipment would be private.

Users are reminded that logs are maintained detailing device and Internet activity.

Please review these policies with your son/daughter with particular attention to #19. Students need to be reminded that the traditional "parent's warnings" against "talking to strangers" apply in this case for the same

safety reasons. Computer abuse by a student is considered to be a serious breach of behavioral expectations and increasingly severe consequences will result if those expectations are not met at all times.

1. All use of network services (e.g. building network) must be in support of education and research, being consistent with the purposes of the Public Schools, USD 322.
2. All non-essential data saved in home directories must be deleted at the end of each semester.
3. No games, video or music files are allowed in home directories.
4. Any use of the network services/internet access to facilitate illegal activity is prohibited.
5. Any use of the network services/internet access for commercial or for profit purposes is prohibited. Students are not to make purchases online.
6. Use of the network services/internet access for non-school related communication is prohibited (including games and any video or music streaming).
7. Any use of the network services/internet access for product advertisement or political lobbying is prohibited.
8. Network services/internet access accounts are to be used only by those authorized to use the account for authorized purposes. Sharing passwords is prohibited. Obtaining unauthorized access to another person's files and the network facilities for personal or private gain is prohibited. Fraudulent use of another person's name to send or receive messages is prohibited.
9. Communications via the network services/internet access should not be assumed to be private or privileged information and are subject to review at any time.
10. No use of the network services/internet access shall serve to disrupt the use of the network access by others; hardware or software shall not be destroyed, modified, or abused in any way.
11. Malicious use of the network services/internet access to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited. Knowingly spreading computer viruses is prohibited.
12. Hate mail, harassment, discriminatory remarks, sending an annoying or unnecessary message to a large number of people, and other antisocial behaviors are prohibited.
13. The illegal use of copyrighted material for use on district computers and violation of property rights is prohibited. Plagiarism is prohibited.
14. Use of the network services/internet access to access/transmit obscene, objectionable, pornographic material, or any material likely to be offensive is prohibited.
15. Do not utilize blog sites, chat rooms or e-mail unless instructed by your teacher for a specific purpose,
16. Do not download files unless directed to do so by your instructor.
17. Do not waste computer supplies such as paper, cartridges or ribbons, or disk space.
18. Do not attempt, without authorization, to install computer software on a local station or the network.
19. With internet usage, students should not use their full names, or give out their home phone number, home address, or school name. (It is also strongly recommended that you not give your social security number, bank account numbers or credit card numbers).
20. Before loading or transferring files from school computers to student owned USB flash drives, CO's or DVD's, a virus check must be performed on the media.
21. Students that bring in laptops or portable devices that can access the internet must allow the technology coordinator to enter the wireless network password to obtain connection.

• **Note:** Never respond to any messages that are suggestive, obscene, threatening, or from an unknown source. Show such messages to an adult teacher. They can forward a copy to the service provider for investigation.

## Sanctions

Any student violating any of the provisions of this rule on the first offense will lose computer privileges for not less than one school week (5 days). A second offense will result in computer privileges being revoked for one school month. A third offense will result in computer privileges being revoked for a full school year. School administration and the network administrator will determine the length of the disciplinary action on a case-by-case basis as determined by the extent of damage and malice. Academic assignments requiring computer use during the course of a computer privileges suspension will be considered on a case by case basis by the administrative team and the teacher. Students are fully responsible at all times for the contents of the computer accessed using his or her password.

### **6.1 Bullying**

Bullying is prohibited by USD 322 in any form, including electronic means on or while using school property, in a school vehicle, or at a school sponsored event. Use of the laptop video camera function to record students or staff members during school time or as a part of a school activity, program, or event is prohibited unless authorized in advance by a classroom teacher or administrator.

### **7.0 Repairing or Replacing Your Laptop/Cost of Repairs**

USD 322 Schools recognizes that with the implementation of the laptop initiative there is a need to protect the investment both by the district and the student/parent. The following sections outline the usage, accidental damage, repair, and replacement fees: 7.1, 7.2, 7.3, and 7.4.

#### **7.1 Technology Usage Fee**

A Technology Usage Fee is required for students and parents to cover laptop use in the event **the device is taken home or off school property**. This fee is \$40 to be paid at enrollment or prior to the laptop leaving school grounds. If parents waive the right for their child to take the laptop home or off school property, alternative assignments/resources will be provided for the student.

#### **7.2 Accidental Damage Fee**

The student and/or the student's parents will be responsible for any damage to the device over normal wear and tear. School administration has the authority to set the price of repair/replacement based on cost to the district. The student/parent must complete a written report stating the details of the accident and submit it to the building principal.

School administration will make the final determination as to whether the damage was accidental or not.

#### **7.3 Intentional Damage, Gross Negligence, Lost laptop, Theft, Vandalism and Criminal Acts**

The Accidental Damage Fee (7.2) does not cover damage caused by the following:

- failing to use the required protective case
- intentionally marking, defacing or abusing the laptop
- tampering with hardware components or operating system
- loss/theft due to failing to secure it per school recommendations
- gross negligence
- vandalism
- criminal acts

In cases of loss, theft, vandalism, gross negligence, intentional damage, and other criminal acts, the student/parent will be responsible for the cost of repairing or replacing the laptop (approximately \$800). If the laptop is stolen, the student/parent must file a Police Report and provide a copy of the report to the principal's office. There may be some other instances regarding vandalism and criminal acts that a Police Report should be filed. If the student/parent does not pay for the cost of repairing or replacing the laptop, the school may choose to file a Police Report for the damaged laptop and may pursue other legal action to recoup the cost for repair or replacement.

#### **7.4 Lost or Damaged Laptop Accessories**

Lost or damaged items such as chargers, cables, cases will be charged the actual replacement cost of original equipment manufacturer, (OEM) parts. If the student/parent does not pay for the cost of repairing or replacing the laptop accessories, the school may choose to file a Police Report or may pursue other legal action to recoup the cost for repair or replacement of the accessories.

#### **8.0 School Rights**

The administration and/or their designee(s) have the right to inspect any mobile device, application, or peripheral device associated with any or all USD 322 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 322 technology. USD 322 reserves the right to define appropriate use of technology, and to handle each issue on a case by case basis.

Individual school laptops, case and accessories must be returned at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment for any reason must return their individual school laptop in proper working condition upon termination.