

# USD 322 Onaga High School Laptop Handbook 2016-1017

## 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 high school 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 in grades 9-12 at the beginning of each school year and will be assigned to a particular student for the duration of their high 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.

### **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. A student will be issued a strike (see 9.0) to retrieve their laptop if it has been turned into the office due to not being supervised. 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.

## 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 at OHS 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.

## **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) equipment. 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.

## **Losing Laptop Privileges**

- If at any point the student reaches Three (3) Laptop Strikes, the student will lose the privilege of the laptop for FIVE school days.
- If at any point the student strikes out twice, the student will lose the privilege of the laptop for TEN school days.
- If at any point the student continues to violate policy, the laptop will be taken from them and they will lose all privileges.
- If a student breaks, loses, or has his/her laptop stolen, the student must pay the appropriate fees listed in Section 7 of this policy before they regain access privileges, if applicable.

## **Rewarding for Proper Care & Usage**

We feel it is important to give every student the opportunity to regain laptop privileges previously taken away due to improper care or use of the laptop. The principal or designee will determine how and when to administer a forgiveness policy.