

# Laptop Guidelines & Procedures



Utopia ISD  
PO Box 880  
Utopia, Texas 78884

## **Laptop Distribution**

The District-owned laptops will be distributed to employees and students after the completion of mandatory training. At the time of distribution, the employee and student will be required to sign an acceptance and delivery form verifying the receipt of the laptop and all peripherals. The asset id number and laptop serial number will be on the acceptance and delivery form.

## **Yearly Maintenance and Insurance Fee**

Employees and students receiving a laptop through the District shall sign an agreement stipulating the terms and conditions of use of the laptop.

Employees and students who experience loss that is not a Covered Loss Event shall reimburse the District the replacement value of the laptop. This includes, but is not limited to, damage beyond repair due to the neglect, misuse, abandonment, or knowingly and willfully violating the terms of the District's Laptops Guidelines and Procedures handbook or Utopia's Acceptable Use Policy.

Employees and students are required to immediately file a police report in all cases of stolen laptops. After filing the police report, employees and students shall give a copy of the police report to the Technology Department. If a claim for loss or damage is made that is not covered under the manufacturer's warranty, the employee or student will be required to pay the deductible before a new laptop is issued to him or her.

## **End-of-Year Return**

Laptops issued to employees and students will be collected by the Technology Department as part of the end-of-year checkout procedure to be re-imaged, repaired and/or upgraded as appropriate. If the employee or student is returning, he or she will be able to pick up the laptop at the start of the next school year. Employees may request an earlier pick-up date from the Technology Department.

## **Change of Status**

If the employee or student is not returning, he or she will sign the return portion of the Acceptance and Delivery form when he or she returns the laptop to the Technology Department. In the event an employee no longer works for Utopia ISD or the student transfers out of the district, he or she will return the laptop and all peripherals at the time of separation. The laptop and all peripherals are to be returned to the Technology Department and the required documentation will be signed.

## **Sale/Purchase of Laptop**

At the end of a time period set by the district, the laptop will remain the property of the District unless the employee or student chooses to purchase the laptop for \$100, or a percentage of the purchase price if bought before the four year planned replacement date. If the employee or student purchases the laptop, the laptop will retain the operating system and appropriately licensed applications. No software installation disks will be provided. No continued support will be offered from the district. No warranty or insurance will extend past the date of purchase. The laptops will be purchased on an “as is” basis only.

The sale/purchase of the laptops will occur after four years, depending on available funding for the laptop replacements and upgrades. Price and availability subject to change without notification.

## **Using the Laptop at School and Home**

To support Utopia’s efforts to move toward technology merely being another tool to assist educators and students, to improve efficiency and productivity, employees and students that are issued a laptop are required to bring his or her laptop to school every day.

- **Laptops Left at Home**

If an employee or student leaves his or her laptop at home, he or she will use a desktop student station to perform any necessary duties or assignments. Employees and students will not be given the use of a loaner laptop if he or she leaves his or her laptop at home.

- **Uncharged Laptop Batteries**

Batteries should be fully charged at home each night. If an employee or student runs low on battery power during the school day, he or she may use the school provided peripheral charger to plug the laptop into a school outlet. No loaner chargers or loaner batteries will be provided. Chargers should be brought to school every day so that the employee or student may work most efficiently.

- **Laptops Undergoing Repair**

If available, loaner laptops will be issued to an employee or student when his or her laptop has been taken for repair, if that repair is expected to take more than a day.

- **Home Use of Laptop**

Employees and students who have signed an Acceptance and Delivery form are allowed to take the laptop home. Connection to the internet at home is also permitted. Home internet connections will be made by the laptop user. No school support will be offered in setting up a home internet connection. Modification or reconfiguration of the laptop to allow for a home

internet connection will need prior approval of the Technology Department and will be handled on a case-by-case basis.

**Important Note:** Per the Child Internet Protection Act (CIPA), Internet browsing filters will remain in place and active whether the employee or student is at home or at school.

- **Wireless Use of Laptop**

The laptops have a built-in wireless card which will allow access to Utopia's network if the laptop is near one of Utopia's wireless hubs or antennas. Employees and students who have a home wireless network will be able to connect their laptop to their home wireless network. Phone-line and PCI slots may or may not be available depending on the model purchased each year. Any adapters necessary to work with home internet connections will be at users' expense.

## **Responsible Care of District Laptops**

### *General Precautions*

- Never leave your laptop unattended.
- Do not place food and/or drinks near your laptop.
- Carefully insert and remove cords, cables, and removable storage devices (flash drives) from your laptop. Never yank or pull on them.
- Do not write or draw on your laptops.
- Do not place stickers or labels on your laptop that are not approved by the Technology Department.
- Keep your laptop and other electronic storage media away from magnetic fields, which can erase or corrupt your data.
- Do not expose your laptop to direct sunlight, extreme temperatures (e. g., in your car) or ultraviolet light (e.g. in a tanning booth) for extended periods of time. Leaving your laptop in your car in extreme heat or cold could cause damage.
- Use your laptop only on solid, flat, dry surfaces.
- Do not obstruct the vents and do not place the laptop on surfaces such as paper, pillows, bed or carpet. The vents are usually (depending on the model) located on the bottom of the laptop. Obstructed vents will cause the laptop to overheat and could cause damage and possibly fires.
- Shut down the laptop before transporting it from home or school. Make sure it is always transported in a school provided or approved carrying case or backpack. Privately purchased cases or backpacks MUST be approved by the Technology Department PRIOR to use.
- Shut down the laptop if it will not be used for several days.

- Shut down the laptop and remove all battery packs if the laptop will be disconnected from external power for more than two weeks. Store battery packs in a cool, dry place.
- Lock your laptop or log off if you are going to be leaving in unattended.
- Employees: Lock your room or office if you will not be taking your laptop home after work.
- Do not allow unauthorized people (non-students or faculty members) to use the computer under your logon.

### *Screen Care*

#### **The screens are particularly sensitive to pressure.**

- Do not place anything on the laptop when it is closed.
- Do not touch or poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, disks).
- Take extreme care not to place your fingers directly on the screen when closing the laptop. If pressure is applied to the screen, even close to the edges, crystals can be broken which with damage or ruin the screen.
- Do not pick up the laptop by the screen edge. This also causes undue stress and can crack the LCD screen.

### *Carrying Laptops*

- Do not carry the laptop around while it is open. Close the laptop securely before moving it.
- Care and store your laptop in the provided and approved carrying case.
- The laptop must be turned off or in hibernation before placing it in the carrying case.
- Do not place an excessive amount of additional objects (e.g., folders, textbooks) in the provided and approved carrying case with the laptop. Excessive objects can place too much pressure and/or weight on the laptop screen.
- Do not place anything on top of the laptop, even when it is in the carrying case, to help prevent damage to the screen.

### *Cleaning your Laptop*

- Always disconnect the laptop from the power outlet and disconnect all peripherals before attempting to clean your laptop or any of its components.
- Do not spray liquids on your laptop, screen or keyboard.
- Use a can of compressed air with a straw extension to blow air in and around the keys of the keyboard.
- Clean your screen with a soft, damp, lint-free cloth (e.g. Swiffer cloth). If the screen requires additional cleaning, use an antistatic screen cleaner or pre-moistened antistatic wipes. Never

spray water, cleaning fluids, or chemicals on the screen. The Technology Department provides LCD wipes as needed.

- Wash your hands frequently when using the laptop to avoid build-up on the Touchpad. Grease and dirt on the touchpad can cause your cursor to jump around on the screen. Clean the touchpad with an alcohol wipe or an LCD cleaner.
- NEVER use ammonia based cleaners (like Windex or Clorox Wipes) on any part of the laptop.
- As always, the laptop can be taken to the IT department for cleaning whenever it is needed.

### *Battery Care*

- The battery cannot be overcharged.
- Dim the LCD brightness of your laptop screen to extend the battery runtime.
- Turn off accessories that are not in use, like your wireless connection, to contribute to longer battery runtime.
- Once a week, run your battery until it completely dies before recharging it. This helps to prevent the battery from building a memory and will help extend the life of the battery.

## **Managing Your File and Saving Your Work**

### *Saving to the Home Directory*

Employees and students should always save his/her work to his/her Google Drive. Any files saved in the user's libraries are stored only on the hard drive of the computer. Employees and students should back up any important locally saved files, as the district does not run automated backup of laptops.

## **Software on Laptops**

### *Originally Installed Software*

The software originally installed by the District must remain on the laptop in usable condition and be easily accessible at all times. The laptop's basic image will include the following software:

- Operating System
- Office Productivity Software
- Adobe Acrobat Reader
- Internet Browser Software
- Virus Scanning Software
- Media Playing Software
- Administrative Programs
- Internet Filtering Software
- Open Source Creativity Software

### *Additional Software*

Occasionally additional software may need to be added. If the employee had software on his or her previous station that he or she needs on the laptop, the software will need to be loaded on the laptop. Requests to install additional software must be submitted through a Tech Request by the employee or student to whom the laptop was issued.

Non-District purchased software may only be installed by authorized technology personnel after the software has been checked for appropriate licensing and compatibility. Games will not be approved to be installed on any laptop unless they are proven educational games only.

If inappropriate or unapproved software is installed and discovered, it will be removed immediately and will be treated as a violation of the Acceptable Use Policy. All laptops are considered district property and will be subject to periodic inspection for damage, unapproved software, and maintenance issues.

## **Acceptable Use of Utopia ISD's Technology Equipment**

1. Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.
2. Limited personal use of the system shall be permitted if they use:
  - a. Imposes no tangible cost to the district;
  - b. Does not unduly burden the district's computers or network resources; and
  - c. Has no adverse effect on an employee's job performance or on a student's academic performance.
3. No software may be installed or downloaded on district computers without the approval of the Technology Department.
4. Access to the district's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing the use of the system as laid out in the and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines, as specified in the Handbook and Code of Conduct. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. Violations of the law may result in criminal prosecution as well as disciplinary action taken by the district.
5. The district will develop and implement an Internet safety plan to
  - a. Control employee and student access to inappropriate materials, as well as to materials that are harmful to minors;
  - b. Ensure student safety and security when using electronic communications;
  - c. Prevent unauthorized access; including hacking and other unlawful activities; and

- d. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.
6. Each district computer with Internet access shall have a filtering device or software that blocks access to visual depictions or textual descriptions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the Children's Internet Protection Act and as determined by local district policy.
7. Termination of an employee's or student's access for violation of district policies or regulations shall be effective on the date the principal or Technology Department receives notice of the revocation of system privileges or district withdrawal.
8. Electronic mail transmissions and other use of the electronic communications system by students and employees are not private. Designated district staff shall be authorized to monitor such communications at any time to ensure appropriate use. Disciplinary action can and will be taken for inappropriate use as a violation of the districts acceptable use policy.
9. The district will not be held liable for user's inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, user's mistakes or negligence, or costs incurred by users. The district shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.
10. Terms and Conditions of Equipment Loan:
  - a. I understand that I assume all liability for personal injury and release the district from any liability associated with the possession and use of the district's equipment.
  - b. I understand that I am responsible for the repair and/or replacement of district equipment if this equipment is abused, vandalized, stolen, broken (intentional or through neglect) or reconfigured. Reconfigured in this context means any additions, modifications, or deletions to any hardware, networking, or software without written permission of the designated school official.
  - c. I accept these conditions and hereby agree to immediately reimburse the district for the cost of the necessary equipment repair and/or replacement.