

Putting the Children First With A  
Commitment To Continuous Improvement

LANSING SCHOOL DISTRICT 158



Electronic Device  
Checkout Program  
Handbook

2020-2021 School Year

## Usage Guidelines

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1. Abide by the District's Acceptable Use and Netbook Policies at all times inside and outside school hours.
2. Honor the District's restrictions of access to sites and apps that are not allowed at school.
3. All applications / games are to be loaded onto the device by district personnel only.
4. You may not attempt to break the security protocols put in place by the District. If you "Jail-Break" (process of removing limitations imposed by the manufacturer) your Netbook, you are responsible for the cost of replacing the device and/or its accessories which have the prices listed on the user agreement. Repairs will be organized by the Technology Department. Do not attempt repairs yourself.
5. If necessary, your Netbook may need to be reset by a district technician. Resetting may cause all programs and files on the device to be erased and the device to be returned to its original state. The District accepts no responsibility for lost data.
6. Network administrators may review your files and communications to ensure you are using the Netbook appropriately. Do not expect that files stored on your Netbook will always be private – this is a district-owned and issued device.
7. You are responsible for the appropriateness of all files, data, and internet history on your Netbook.
8. You may not take any photos, videos, or audio recording of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized photos, video, or audio to any website, network storage area, or person is strictly forbidden.
9. You may not access another individual's materials, information, or files without permission.
10. To prevent the risk of theft, never leave your Netbook in an unsupervised area.

## Netbook Care & Maintenance

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### General Information

- The Netbook is the property of Lansing School District 158 and all users must follow all rules and regulations outlined in this policy. Students are responsible for the general care of the Netbook, case, and the charger they have been issued.
- Do not attempt to gain access to the internal electronics or repair your Netbook. If your Netbook fails to work or is damaged, report the problem to the Technology Department as soon as possible. The technology staff will determine Netbook repair/replacement options. You may be issued a temporary Netbook, or other materials, until your Netbook is working properly or replaced.
- Each Netbook has a unique identification number, and at no time should the numbers or labels be modified or removed.
- Do NOT lend your Netbook to another person. Each Netbook is assigned to an individual, and the responsibility for the care of the Netbook solely rests with that individual.

- Keep your Netbook off of the floor where it could be stepped on or tripped over.
- Unless an assignment requires the Netbook to be brought out in public (i.e. a store, restaurant, park, public library, etc.), the device should only be used in school or at home. They should not be left out in plain sight or where they can easily be stolen or lost.
- Do NOT bring Netbooks on playdates, sleepovers, or to after-school activities such as sporting events, practices, music, or drama practices.

### Battery & Charging

- Your Netbook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued Netbook accessories such as earbuds or headphones are the responsibility of the student.
- Fully charged Netbook batteries will typically last 8-10 hours of use. Waiting to charge the Netbook until the charge is low (less than 20% battery life or red indicator light) will extend the battery life.
- Netbooks should never be left in a hot car or similar environment, as damage to the battery will result.

### Cases

- Your Netbook comes with a case. The protective case provides the Netbook with sufficient padding to protect the Netbook from normal treatment and provide a suitable means for carrying the device. Leave the Netbook in its case when it is not in use.
- Netbook cases furnished by the school must be returned with no alterations or damages to avoid paying a replacement fee of \$10.
- New Netbook cases are available for purchase for \$10 if lost or not returned.
- Netbooks must remain free of any writing, drawing, stickers, or labels. Only labels placed on the Netbooks by the Lansing District 158 Technology Department are allowed.

### Screen

- Netbooks do not respond well to liquids. Avoid applying liquids to the Netbook. The Netbook can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings.
- Do NOT use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Netbook. Use of unapproved cleaners may remove the protective film covering the face of the Netbook.
- While the Netbook is scratch resistant, the Netbook will scratch. Avoid using any sharp objects on any part of the device
- The Netbook screen is glass and is vulnerable to cracking. Never place heavy objects on top of the Netbook and never drop your Netbook. Careful placement in your backpack is important.
- Do not “bump” the Netbook against lockers, walls, car doors, floors, etc. as it will break the screen.

### Storage & Carrying

- Never leave a Netbook unattended. When not in your personal possession, the Netbook should be in a secure, locked environment.
- Never expose a Netbook to long-term temperature extremes or direct sunlight. An automobile is NOT a good place to store a Netbook. The Netbook has been known to stop functioning outside when the temperature rises too high.
- Avoid placing weight on the Netbook. Nothing should be placed on top of the Netbook when stored.
- Never throw or slide a Netbook.
- The Netbook is an electronic device and care must be exercised when handling the Netbook. Never throw a book bag that contains a Netbook. Never place a Netbook in a backpack that contains food, liquids, heavy, or sharp objects.
- Keep the Netbook away from food and drinks. It is recommended that the Netbook not be used at the table during mealtimes.

### Netbook Identification

- Student Netbooks are labeled with a tamper-resistant asset tag on the actual Netbook.
- On the labels you will find the Serial number of the Netbook as well as the Netbook Inventory Tag number.

## Parent Guide to Safe Netbook/Internet Student Use

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Lansing School District 158 recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent or guardian, in effectively guiding your child's use of the Netbook.

1. Take extra steps to protect your child. Encourage your child to use and store the Netbook in an open area of your home such as the kitchen or family room so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
2. Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there to help teach her/him how to act as s/he works and socializes online.
3. Review your child's friends list. You may want to limit your child's online "friends" to people your child actually knows.
4. Understand site privacy policies. Internet sites should spell out your rights to review and delete your child's information.
5. Limit the time your student is on the Netbook. While the Netbook is a very engaging device, it is a schoolwork device. Care and constant monitoring will reduce your child's exposure to excessive use.

6. Report unwelcome or malicious online threats. Report in a timely fashion to the school any online interactions that can be considered threatening.
7. Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Netbook is cared for and when and where its use is appropriate.
8. Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working

Read and share with your child the Lansing School District Netbook Care and Use Policies. By reading and discussing these, you can create a clear set of expectations and limitations for your child.

## Unacceptable & Strictly Prohibited Use

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The user is responsible for his or her own actions and activities involving the Netbook. Some examples of unacceptable uses are as follows:

- Using the Netbook for any illegal activity, including violation of copyright, or transmitting any material in violation of any State or Federal law.
- Unauthorized downloading of Apps or any other media such as videos, music, or images.
- Using the Netbook for private financial or commercial gain or advertising.
- Wastefully using resources, such as file space.
- Hacking or gaining unauthorized access to files or resources.
- Invading the privacy of individuals, that includes the unauthorized disclosure of information about anyone that is of a personal nature including a photograph, video, or audio recording.
- Publishing or posting material authored or created by another without his/her consent.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Using the Netbook while privileges are suspended or revoked.
- Use of online resources selling term papers, book reports and other forms of student work.
- Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.

- Use of anonymous and/or false communications.
- Participation in credit card fraud, electronic forgery, or other forms of illegal identity theft behavior.
- Bypassing the District's Internet Web filter by any means, including the use of anonymizer websites and anonymizer/proxy bypass/remote access Apps. This includes but is not limited to: the use of tethering or portable hot-spot devices, or connecting to any other Wi-Fi network (like neighboring home networks) or ISP's (Internet Service Provider) while at school.

## Netbook User Agreement for Students & Parents

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All use of Netbooks shall be consistent with the District's goal of promoting educational excellence. In order to align Netbook use with that goal, as well as the District's goal of Positive Behavioral Interventions & Supports (PBIS), this document describes the expectations for student Netbook use.

### Be Responsible

- I will always supervise my Netbook and when I am not using my device it will be stored in its case.
- My Netbook will always be in the provided case; however, I understand it is still vulnerable to damage if dropped, thrown, smashed, or crushed. I will use care when carrying it and placing it in a backpack.
- I will not apply any permanent marks, decorations, or modifications to the Netbook.
- I will keep any/all identifying barcodes on my Netbook.
- I will only use the Netbook to which I have been assigned unless directed otherwise by a teacher or other staff member.
- I am responsible for the care and protection of my Netbook and will report any damage or malfunction immediately. I will not attempt to repair my Netbook or gain access to the internal electronics.
- I will report the loss or theft of my Netbook immediately, as waiting to report this will decrease the chance of recovering it.
- I agree to return the Netbook, case, plug, and cord in excellent condition.
- I will not expose my Netbook to water or excessive heat (like a hot car) or other environment that can damage the battery or electronics.
- I understand that if I can identify a security problem on the Netbook, I will notify district staff and not demonstrate the problem to other users.
- I will keep my account and password confidential.
- I will not use another individual's account without permission from that individual and district staff.

### Be Safe

- I will only access child-safe and educationally appropriate applications or websites, which reflect the core values of Lansing School District 158.
- Use of the Netbook outside of the school environment will be monitored by a parent or guardian in order to protect me from potentially dangerous or inappropriate content.
- I will follow the policies outlined in the Acceptable Use Policy at all times.

### Be Respectful

- I will only utilize my Netbook in a manner that promotes positive, kind, respectful, and courteous interactions or communication between teachers, students, parents, or members of our community.
- I will use good judgment when using the camera and microphone. I will not use them to take inappropriate, illicit, embarrassing, or sexually explicit photos, videos, or recordings. I understand that use of my camera in a bathroom or locker room is strictly prohibited.
- I will make no attempt to harm or destroy hardware, software, data of another user, the internet, or any other network.
- I understand that my Netbook is subject to inspection at any time without notice and remains the property of Lansing School District 158.

Student conduct is being evaluated by the district staff, which includes but is not limited to: administrators, teachers, coaches, chaperones, and bus drivers. All the aforementioned staff can make recommendations regarding whether or not a user has violated these expectations. The failure of any user to follow these expectations may result in that user's privileges being denied, revoked, or suspended at any time. In the event of disciplinary action, completion of all classwork remains the responsibility of the student.