

USD 115
Nemaha Central High School
Laptop Handbook
2023-2024



INTRODUCTION

The intent of a 1 to 1 laptop initiative is to provide a common device for all teachers and students to enhance teaching and learning for USD 115. By providing our high school students laptops, they will have more opportunities to develop academic, problem solving, and higher order thinking skills. Learning opportunities across all curriculums will be enhanced as students are able to learn away from the 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 rules for 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 at NCHS.

1.1 Receiving Your Laptop & Check-in

The laptops will be distributed to students after being given usage information from the USD 115 staff at the beginning of the school year. 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 and pay the technology usage fee before receiving a laptop. If a student has not paid the technology usage fee, he/she will receive a laptop for school use only; he/she will *not* be allowed to take it home.

Laptops are provided to enhance the student's learning environment. 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 they demonstrate a lack of responsibility in laptop care or use.

Each student will need to have a personal Apple ID account. The Apple ID account will be the conduit through which apps are downloaded to the laptop. Directions to create an Apple ID account will be sent to the parents. (Apple ID accounts can be set up without adding credit card information, which is the recommended option for all students).

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 expelled, or terminate enrollment in USD 115 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 expulsion, or withdrawal at NCHS, the student/parent will be subject to civil liability and/or criminal prosecution for failure to return the laptop. The student/parent will also pay the replacement cost of the laptop. Failure to return the laptop will result in a theft report being filed with the local law enforcement department. 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 theft report being filed with the local law enforcement.

The student/parent will be responsible for any damage to the laptop, consistent with the the policies set forth in this handbook and must return the laptop and all accessories to NCHS 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 to them. Laptops that are broken or fail to work properly must be **turned in to the NCHS office and the student will be required to complete a laptop repair form.**

2.1 General Precautions

The laptop is school property, and all users are required to follow this policy and the USD 115 Acceptable Use Policy (see 6.0) for technology. Student laptops will be labeled. 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 115.
- 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.
- The protective cases can hold other objects (such as folders and workbooks), but these 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.

3.0 Using Your Laptop at School and at Home

Laptops are intended for daily use at school. 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. Repeated lack of student supervision of their laptop may result in limiting the student’s use and the privilege to take the laptop off 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 as determined by the principal. If students fail to bring their laptop to school for 3 consecutive days (except for excused absences 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 needs for repair could limit student use of the laptop.

3.4 Charging the Laptop

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

3.5 Sound, Music, Games or Programs

For instructional purposes, sound must always be MUTED unless permission is obtained from the teacher. 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. **Earbuds/headphones should be used in the classroom based on 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 without approval.

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 imposed for any violations of the USD 115 Acceptable Use Policy (see 6.0). Including but not limited to:

- 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, harassing, bullying 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 App Management & Printing

The District will be responsible for syncing, updating and managing apps 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

Students are not allowed to take their laptops to any extracurricular activity or field trip without school staff permission. Laptops must be turned off while riding in any district vehicle, including buses.

4.0 Managing Your Files and Saving Your Work

It is recommended that students save to *their Google Drive* 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/Apps on Laptops

Students are not allowed to download apps while at school or at home. USD 115 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/Apps

The apps and operating system originally installed by USD 115 must remain on the laptop in usable condition and be easily accessible at all times. Students are not to remove any district installed software, app, 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 imposed. The school does not accept responsibility for the loss of any apps or documents deleted due to a required 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. The Mobile Device Management (MDM) is used by the school district 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 NCHS during the normal hours of operation. After hours support will not be available.

6.0 Acceptable Use Policy

U.S.D. #115, Nemaha Central Schools, is pleased to provide access to digital devices and the Internet for educational and professional use for its students and staff. 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 district's educational mission and purpose and the laws of Kansas and 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. Users will comply with the district's policies and guidelines and will be solely responsible for any agreements they have signed.

Users are reminded that the devices, network, and files stored on them are the property of the district. Network administrators may review files and communications at any time and there is no expectation of privacy in any information placed on or use of the district owned devices and system. Users should not expect that files stored on district owned equipment are private.

Users are reminded that logs are maintained detailing the use of their device and Internet activity.

The following are examples of actions that are not permitted.

- Sending spam, letter-bombs, chain letters, viruses or any other type of communication disruptive to a network
- Using language that is obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or otherwise considered inappropriate in public or private messages or on a web page
- Harassing, insulting attacking or bullying others
- Damaging devices, network hardware, systems or files
- Interference with the operation of a device or network system
- Violating copyright laws
- Using another's password and/or trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network or devices for commercial or political purposes
- Accessing, creating or sending material that is profane, offensive, abusive, slanderous or obscene including pornography
- Accessing or creating material that advocates illegal or dangerous acts
- Accessing or creating material that advocates violence or discrimination towards other people (hate literature)
- Any use that disrupts the educational and administrative goals of the District
- Incurring a financial obligation through unauthorized use
- Using school devices or the network to take or disseminate photos, videos or audio in an inappropriate manner or without the subject's permission

Sanctions

1. Violations may result in a loss of access.
2. Disciplinary action may be taken up to and including suspension and/or expulsion.
3. Law enforcement agencies may be involved.

6.1 Bullying

Bullying is prohibited by USD 115 in any form, including electronic means on or while using school property, in a school vehicle, or at a school sponsored event. Board policies GAAE and JDDC address bullying. 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 115 Schools recognizes that the laptop initiative requires a need to protect the district's and the student/parents investment. The following sections outline the usage, accidental damage, repair, and replacement fees.

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 to be paid at enrollment or prior to the laptop leaving school property. 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. USD 115 will self-insure the laptops. This insurance program protects the laptop against accidental damage (drops/spills), loss, theft, flood, fire, and natural disasters. This insurance policy will provide replacement cost coverage and protect the laptop on and off school grounds.

If the laptop is damaged by accident the following deductibles will apply:

- First incident - \$75
- Second incident - \$150 and the student will be given an older model laptop.
- Three or more incidents - The student will pay the full price of repair or the replacement cost of the laptop. The student will be issued another older model laptop if one is available.

If repairing the laptop is less expensive than the deductible, students will pay that amount.

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 take care of and/or secure it per school recommendations
- negligence
- vandalism
- criminal acts

In cases of loss, theft, vandalism, negligence, intentional damage, and other criminal acts, the student/parent will be responsible for the cost of repairing and/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 instances of vandalism and criminal acts that require filing a Police Report. If the student/parent does not pay for the cost of repairing or replacing the laptop, the school may file a Police Report for the damaged laptop and may pursue civil and/or criminal legal action to recoup the repair or replacement costs.

7.4 Lost or Damaged Laptop Accessories

Lost or damaged items such as chargers, cables, cases will be charged at the actual replacement cost of Apple equipment. If the student/parent does not pay for the cost of repairing or replacing the laptop accessories, the school may file a Police Report or may pursue other civil and/or criminal 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 115 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with any and all use of USD 115 technology. USD 115 reserves the right to define appropriate use of technology.

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

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.

Student/Parent Laptop Acknowledgement Form

Student Laptop Expectations:

1. Taking proper care of the school assigned laptop includes:
 - a. Not leaving your laptop unattended.
 - b. Not loaning your laptop out to other individuals.
 - c. Knowing where your laptop is at all times.
 - d. Bringing your laptop fully charged to school every day.
 - e. Keeping food and beverages away from your laptop because they can do damage to the device.
 - f. Never disassemble any part of your laptop or attempt any repairs or allow any person to do so.
 - g. Not sharing your laptop passcode with another student.
 - h. Keeping your laptop in its protective case.
 - i. Never carving, marking on, or decorating your laptop with stickers.
 - j. Never defacing the serial number.
2. Always use the laptop in ways that are appropriate, meet NCHS expectations, and are educational in nature. Follow the Acceptable Use Policy!
3. Be aware that your school assigned laptop is subject to inspection at any time without notice and remains the property of USD 115.
4. In the case of loss, theft, vandalism, and other damage, you should immediately notify building administration.
5. Students/Parents are responsible for damage or loss caused by neglect or abuse.
6. Students are responsible for returning their school assigned laptop and power cords in good working condition or they will be assessed damage fees or replacement costs.
7. Laptops are not to be used to take or disseminate photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.
8. The operating systems and/or profiles on the laptop should not be altered at any time.

I have read and understand the requirements set forth in the Nemaha Central High School Laptop Handbook, Acceptable Use Policy, and the Student/Parent Laptop Acknowledgement Form.

Student Name (Please Print) _____ Grade _____

Student Signature _____ Date _____

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature _____ Date _____

Laptop & Accessory Form for Repair, Damage, or Other Incidents

If your laptop needs repair or has been damaged or other incidents, fill out this form (including parent signature) and bring it & the laptop to the Office.

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. 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).

Upon investigation of the incident, school administration will make the final determination as to whether the damage was accidental or not.

Student Name _____

Date _____

Detailed Description of the Problem/Incident:

Issue(s) with laptop (Check any that apply):

- _____ Not charging or slow to charge
- _____ Cannot connect to Internet
- _____ Cannot open apps
- _____ Missing apps
- _____ Frozen or locked
- _____ Other: _____

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.

By signing, I agree that above statements are true and correct to the best of my knowledge.

Student Signature: _____ Parent Signature: _____ Date: _____

TECHNOLOGY DIRECTOR SECTION:

Repair/Replacement Description:

Total Cost of Repair or Replacement: _____

Technology Director Signature _____ Date _____

PRINCIPAL SECTION:

Number of Prior Incidents: _____

Upon investigation, the damage/incident was determined to be:

- _____ Accidental
- _____ Intentional Damage
- _____ Gross Negligence
- _____ Theft (Police Report MUST be filed by Parent)
- _____ Lost (Police Report MUST be filed by Parent)
- _____ Vandalism (Police Report may be filed by Parent)
- _____ Other Criminal Acts (Police Report may be filed by Parent)

Total Amount Due _____

Other consequences issued to student:

Principal Signature: _____