

Colome Middle School/High School Laptop Program

The policies, procedures and information within this document apply to all computers and electronic devices used at Colome High School.

Teachers may set additional classroom rules for the use of any electronic or communications equipment used in their classrooms.

You are receiving a laptop to enhance understanding, increase your learning, and to prepare you for the World of the 21st Century. It was purchased by the taxpayers of this district to be used as an educational tool and needs to be used that way during classes and study hall. Failing to use your school laptop for educational use at any time will result in the Loss of Computer Privileges.

1. RECEIVING YOUR LAPTOP

Laptops will be distributed each fall. Parent and students must sign and return the Computer Protection plan and Student Pledge documents before the laptop will be issued to their child. The Computer Protection plan outlines the coverage and obligations of students regarding damage or loss of the computer and its components. Please review the Computer Protection plan included in this handbook.

Computers will be collected periodically throughout the school year and at the end for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at CHS.

2. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the Network Administrator or Principal's office immediately. Failure to do so in a timely manner may result in voiding the accidental damage coverage. This may result in a fee charged to the student.

2.1 General Precautions

No food or drink is allowed next to your laptop at any time.

Cords, cables, and removable storage devices must be inserted carefully into the laptop.

Any writing, drawing, stickers, or labels placed on the laptop will not be allowed.

Laptops must never be left in a car or any unsupervised area.

Students are responsible for keeping their laptop's battery charged for school each day.

2.2 Carrying Laptops

The protective case provided with laptop has sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Computers should always be within the protective case when carried.
- Some carrying 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.
- The computer must be turned off before placing it in the carrying case at the end of the school day.
- Carrying cases may be purchased by individual students. All cases must be approved by school personnel.

2.3 Screen Care

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

- Do not lean on the top of the computer when it is closed.
- Do not place anything near the computer that would put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks)
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use any type of liquid cleaner on the screens.
- Carrying the laptop by the screen-only is prohibited.

3. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for computer use, school messages, announcements, calendars and schedules will be accessed using the computer. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher.

3.1 Screensavers

- Inappropriate media may not be used as a screensaver.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.

3.2 Sound, Music, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. If headphones are desired, the student is responsible for providing their own pair.
- Music is NOT allowed to be saved on the laptop.
- Do not save any music, games, or programs to the hard drive. All software must be district provided. These software programs may be save to external sources (Jump/USB drives). Data storage space will be available on the laptop—BUT it will NOT be backed up in case of re-imaging.

4. MANAGING YOUR FILES & SAVING YOUR WORK

Student are encouraged to backup information onto removable media (i.e thumb drive/USB drive/CD/DVD), especially when working from home. Students should also make sure that work is saved on the school server.

5. SOFTWARE ON LAPTOPS

The software originally installed by the District must remain on the computer in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. **There will be no additional software installed by students.**

The Colome Consolidated School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5.1 Virus Protection

The laptop has ant-virus protection software. This software will scan the hard drive and other storage devices for known viruses on boot up. The virus software will be upgraded from the network. The school' storage server is also installed with virus protection software and hardware.

5.2 Inspection

Students may be selected at random to provide their laptop for inspection.

5.3 Additional Software

Students are not allowed to load extra software on their laptops

6. ACCEPTABLE USE

- 6.1.1 Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Colome Consolidated School District.
- 6.1.2 Students are responsible for their ethical and educational use of the technology resources of the Colome Consolidated School District.
- 6.1.3 Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- 6.1.4 Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered act of vandalism and subject to disciplinary action.
- 6.1.5 Computers that malfunction or are damaged must first be immediately reported to the Network Administrator or Principals office. The school district will be responsible for repairing computers that malfunction. Students will be entirely responsible for the cost of replacement or repair for computers that are lost, damaged intentionally or with reckless disregard. Students are also responsible for replacing damaged items due to accidents.

The cost to replace specific accessories is:

First Incident:

- a.) Power Cord: \$74.00
- b.) Battery: up to \$150.00
- c.) Laptop carrying case: \$35.00
- d.) Keyboard: \$25.00
- e.) Broken LCD screen: \$150.00
- f.) Laptop: \$650.00

Subsequent incidents per item—fines will double.

- 6.1.6 By passing or attempting to bypass the schools filtering software to access filtered sites will be subject to disciplinary action.
- 6.1.7 All use of the Internet must comply with district guidelines.

7. RETURN OF LAPTOP

Individual school laptop computers and accessories must be returned to CHS at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at CHS for any other reason must return their individual school laptop computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at CHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer or if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the local police department.

8. LEGAL PROPRIETY

Students must comply with trademark and copyright laws and all license agreements. If you are unsure ask a teacher, network administrator, or Superintendent.

Plagiarism is a violation of CHS school policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

9. E-MAIL AND BLACKBOARD/D2L

- Always use appropriate language.
- Do Not transmit language/material that is profane; obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting during class without permission.

- K12 state e-mail is subject to inspection by the school and/or K12 Data Center.
- K12 email accounts are provided for all high school students and all staff members.

10. CONSEQUENCES

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies will result in disciplinary action.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Law and proper authorities will be given access to their content.

11 .PROTECTING & STORING YOUR LAPTOP COMPUTER

Student's laptops are labeled in the manner specified by the school.

When students are not using their laptops, they will be stored in the specified class computer cart.

Under no circumstances should laptops be left unsupervised. Any laptop left unattended will be taken to the Principal's office. Students who leave laptops unattended may be subject to disciplinary action. You will lose your computer for a week or more depending on the circumstances.

12. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

The school district will provide repairs to all laptops. Some parts are subject to the student/parent payment. See Protection Choices sheet.

All claims must be reported to the network administrator or Superintendent Office. Students or parents must file a police or fire report immediately and bring a copy of the report to the network administrators or Principal's office before a laptop can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action.

The District will work with the local police department to alert pawnshops and police departments in the area to be aware of Colome Consolidated School District equipment.

13. PARENTAL RESPONSIBILITIES

- Parents will be responsible for monitoring student's use of the laptop at home.
- Parents will be responsible for reviewing the Acceptable Use Policy with their student(s).
- Parents are asked to monitor their student's activities on the Internet on a regular basis.
- Parents are responsible for overseeing their child's use of the Internet while at home.

14. STUDENT DISCIPLINE

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

- | | |
|---------|---|
| Step 1* | Student will lose the option of taking his/her laptop home for 1 week. |
| Step 2* | Student will have to turn in his/her laptop to the Network Administrator for 2 weeks. During this time, if a student needs to do research or assignments on the laptop, he/she must have a pass from that class's teacher and will be allowed to "check out" their laptop for that class period ONLY. |
| Step 3* | Student will have to turn his/her laptop to the Principal. During this time a student may or may not be able to check out his/her laptop for classroom work-this will depend on the severity of the laptop misuse. |

*Discipline consequences may vary depending on the severity of the offense.

Computers owned by the Colome Consolidated School District are for Educational purposes ONLY.

LAPTOP COMPUTER PROTECTION

The Colome Consolidated School District recognizes that with the implementation of the laptop initiative there is a need to protect the investment by both the District and the Student/Parent.

All damages will need to be covered by the school and/or the student. Following are the three options that are available for coverage. The Student/Parent must commit to one by marking the appropriate box.

The following outlines the various areas of protection: PLEASE CHECK ONE

- **Personal Insurance** You will cover the laptop under your own insurance policy and you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the laptop replacement not to exceed \$1,000

- **School District Protection** You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire in the amount of \$25.00 or \$ 50.00 for family coverage when there are two or more children in high school using laptops computers. This payment is non-refundable. This protection coverage has an additional charge per occurrence. This annual coverage begins upon receipt of this payment and ends at the conclusion of each school year. If you are unable to pay this fee, please contact the Principal or Superintendent.

Note: This covers theft, loss, or fire. It does not cover damages deemed to be intentional or as a result of neglect. It also does not cover parts replacement. Refer to costs of parts below.

Additional information: in cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the superintendent's office.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to laptops. Warranty, Accident Damage Protection, or School District Laptop Protection **DOES NOT** cover intentional damage or neglect of the laptops.

PARTS REPLACEMENT: The student/parent is responsible for replacement of parts which include the power cord, carrying case, battery or LCD screen. If any of the mentioned parts are lost or stolen or rendered unusable, the cost shall be as follows:

Power Cord=\$74.00 **Laptop=\$650.00**
Battery= to be determined up to \$150.00
Carrying Case=\$35.00
LCD screen- \$150.00

Student Name : _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____