



***Laptop Policy, Procedures, and
Information Handbook***

***Center High School
And
Skoglund Middle School***

2011-2012

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About the Center High School/Skoglund Middle School Laptop Program

The focus of the “Laptop 1-to-1 Program” at Center High School and Skoglund Middle School is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Laptops integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all laptops used at Center Consolidated Schools, including any other device considered by the Administration to come under this policy. **Teachers may set additional requirements for computer use in their classroom.**

1. RECEIVING YOUR LAPTOP & LAPTOP CHECK-IN

1.1 Receiving Your Laptop

Laptops will be distributed each fall during “Laptop Orientation” every year. **Parents & students must sign and return the Laptop Computer Protection plan and Student Pledge documents before the laptop can be issued to their child.** The Laptop Computer Protection plan outlines the areas of protection for families to protect the laptop investment for the school district. Please review the Laptop Computer Protection plan included in this handbook.

Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at Center High School or Skoglund Middle School.

1.2 Laptop Check-in

Laptops will be returned during final checkout on the last day of school. If a student transfers out of the Center School District during the school year, the laptop will be returned at that time.

1.3 Check-in Fines

If your laptop, laptop case, and/or AC power adaptor has been damaged or defaced, you will be fined respectively for the damage at the end of the year during student laptop check-in or when checking out to transfer to another district.

If a student laptop is not returned during year-end check-in or upon transferring out of district, the administration will be in charge of seeing this equipment is returned in a timely manner. If the administration is not successful, this matter will be turned over to local law enforcement and the student’s grade reports/ transcripts will be withheld.

2. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school district. Laptops that are broken or fail to work properly must be taken to the Center Consolidated School District (CCSD) Technology Department

office located in Room 8 of the High School New Wing.

2.1 General Precautions

- No food or drink is allowed next to your laptop while it is in use. Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.
- Laptops should be shut down before moving them to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Center School District.
- Laptops must never be left in an unlocked car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.
- If students use "skins" on the monitor cover to "personalize" their laptops they must get a new serial number sticker from the help desk.
- To not comply with the General Precautions will result in being required to "check out" the student laptop from the CCSD Technology Department for 3 weeks with the 2nd offense being the loss of laptop privileges for 3 weeks.

2.2 Carrying Laptops

The protective cases provided with laptops have 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:

- Laptops 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 laptop must be turned off before placing it in the carrying case.

2.3 Screen Care

The laptop 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 laptop when it is closed.
- 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.
- 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 "bump" the laptop against lockers, walls, car doors, floors, etc as it will eventually break the screen.

3. USING YOUR LAPTOP AT SCHOOL

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 computer. Students must be responsible to bring their laptop to all classes, unless specifically instructed not to do so by their teacher.

3.1 Laptops Left at Home

If students leave their laptop at home, they must use a desktop computer in the library. If a student repeatedly (4 or more times as determined by any staff member) leaves their laptop at home, they will be required to “check out” their laptop from the help desk for 3 weeks. Second offense will result in the loss of laptop privileges for 3 weeks.

3.2 Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair at the **Technology Dept. located in RM 8 in the High School New Wing.**

3.3 Charging Your Laptop's Battery

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Repeat violations (minimum of 4 days-not consecutively) of this policy will result in students being required to “check out” their laptop from the CCSD Technology Department for 3 weeks. Second offense will result in the loss of laptop privileges for 3 weeks.

In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class. If a battery exchange is necessary **Technology Department located in RM 8 in the High School New Wing.**

3.4 Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet Games are not allowed on the laptops during school hours. NO games can be installed on the laptops.
- Do not save games or programs to the hard drive. All software must be district provided. Data storage space will be available on the laptop—BUT it will NOT be backed up in case of re-imaging. Students are responsible for communicating to the CCSD Technology Department that they need their files backed up (school assignments, notes, etc.)

3.6 Printing

Students may use printers that are installed on the laptops before/after school and during class with a teacher's permission.

3.7 Home Internet Access

Students are allowed to set up dial-up, DSL and wireless networks on their laptops.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the U:\ Network Drive (Student Drive)

Students will be logging onto our network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any **school-related work**. Student server files size will be subject to disk quotas.

The laptops will be set up with a **U:\ drive**, which is a network drive in which students should save their work. This drive can only be accessed while connected to the District's computer network. All files saved on the U:\ drive are located on a server which is backed up in case of hardware failure. If a student needs to access his/her school work from home, he/she needs to save files on "My Documents" which is located in the students' laptop hard drive. However, students are responsible for saving a copy of such work/files in the U:\ drive for backup purposes as soon as they return to school.

Additional folders in the **U:\ drive** may be created or added by the student. All student work should be stored in the **U:\ drive**. Only files stored in the **U:\ drive** will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the server. If a student needs assistance with backing up his/her files, the student is responsible for requesting such assistance from the CCSD Technology Department.

4.2 Saving data to Removable storage devices

Students should also backup all of their work at least once each week using removable file storage. Removable memory sticks may be purchased at a local retailer.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

4.3 Network Connectivity

The Center 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. SOFTWARE ON LAPTOPS

5.1 Originally Installed Software

The software originally installed by the CCSD Technology Department must remain on the laptop 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. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its

licenses.

5.2 Virus and Spyware Protection

The laptop has anti-virus and anti-spyware protection software. This software will scan the hard drive and removable media drive (flash drives, floppy drives, etc.) for known viruses on boot up. The virus/spyware software will be upgraded from the network. The school's servers are also installed with virus and spyware protection software. If a virus/spyware is found upon scanning, the student must turn in his/her laptop to the help desk BEFORE hooking it to the network the next day.

5.3 Additional Software

Students are not allowed to load extra software on their laptops. If a student needs specific software for class or school work, the student is responsible for requesting the software installation from the CCSD Technology Department.

5.4 Inspection

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

5.5 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the hard drive will then be re-formatted or re-imaged by a technician. Authorized software will be installed and the data files reinstated. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

5.6 Software upgrades

Upgrade versions of licensed software are available from time to time. Students may be required to check in their laptops for periodic updates.

6. ACCEPTABLE USE

The Center School District is pleased to be able to offer access to the district computers which provide the necessary programs required by classes and the district network which provides access to electronic mail (e-mail), student data storage, and the Internet. To gain access to these resources, students and parents must sign and return this form to the appropriate building administrator.

While these materials are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or find ways to use provided hardware and software beyond its educational intent. For this reason, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to the Internet, e-mail, or other technology privileges. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

Many responsibilities result from the use of these technologies in the educational setting.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities are to:

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials.
- Provide network data storage areas.

These will be treated similar to school lockers. Center School District reserves the right to review, monitor, and restrict information stored on or transmitted via Center School District owned equipment and to investigate inappropriate use of resources.

- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.3 Students are Responsibilities for:

- Using computers in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.

This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via Center School District’s designated Internet System is at your own risk. Center School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- Helping the Center School District protect our computer system by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always log off the computer after they are done working to protect their accounts and files. If a student does not log off, any email or Internet activity under their name will be considered their responsibility.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.
- Returning their laptop to the CCSD Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Skoglund Middle School or Center High School for any other reason must return their individual school laptop computer on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Access or use of any other e-mail program or account other than the one issued by the school-EX: Hotmail, Yahoo Mail, MSN Mail

- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-EX: MSN Messenger, ICQ, etc
- Internet/Computer Games
- Use of outside program disks
- Use of outside data disks without prior approval from the computer tech
- Changing of computer settings
- Downloading and Executing Files-EX: MSN Messenger, games, etc
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Password sharing
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Giving out personal information except in an instructional context or in the performance of Center School District business and with permission of the school district.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

6.5 Laptop Care

Students will be held responsible for maintaining their individual school computers and keeping them in good working order.

- Computer batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Center School District may be applied to the computer.
- Computer carrying cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a carrying cases replacement fee.
- Computers that malfunction or are damaged must be reported to the **Technology Dept. located in RM 8 in the High School New Wing**. The school district will be responsible for repairing computers that malfunction. Laptops that have been repeatedly damaged from normal use or are repeatedly accidentally damaged will be repaired with minimal cost to the student (approximately 10% of the cost of the parts needing replaced). Students will be entirely responsible for the cost of repairs to laptops that are damaged intentionally.

- **Laptop damage: Students who have recorded 3 or more instances of laptop damage may be asked to check their laptop in at the CCSD Technology Department located in Room 8 in the High School New Wing. The student will be charged a minimal fee (approximately 10% of the cost of the parts needing replaced) after 3 or more instances of laptop damage that is determined by the Technology Department and/or Administration to be the cause of intentional damage or being negligent with the use and care of the laptop. Future laptop privileges will be determined by the CCSD Technology Department and the Administration.**
- Laptops that are stolen must be reported immediately to the Administrative Office and the police department.

Individual school laptop computers and accessories must be returned to the CCSD Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at LHS 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 Center Police Department.

Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Laptop Computer Protection plan, and must return the computer and accessories to the CCSD Technology Department in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

6.6 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

- Plagiarism is a violation of the Code of Conduct for Skoglund Middle and Center High School. 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 the Disciplinary Matrix of Skoglund Middle and Center High School Student Handbook. Violation of applicable state or federal law, including the Colorado Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

6.7 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 three (3) weeks. Student will have to turn in his/her laptop to the CCSD Technology Department at the end of the school day. |
| Step 2* | Student will have to turn in his/her laptop to the CCSD Technology Department for three (3) 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 in his/her laptop to the CCSD Technology Department for a minimum of six (6) weeks. 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. |

Senior students will also lose their senior privilege during this same period.

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

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

6.8 Student Grade Policy

All students' grades will be checked on Monday of each week. If a student is receiving a D (includes D+ and D-) or an F in any class, they will lose their laptop privileges for that week.

6.9 Cyberbullying

"Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate and hostile behavior by an individual or group that is intended to harm others." -Bill Belsey, President of Bullying.org.

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of a principal or teacher.

The administration shall fully investigate all reports of cyber bullying.

In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the education process so that it markedly interrupts or severely impedes the day-to-day operation of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, Friday School, suspension, or expulsion for verified perpetrators of cyber bullying. Discipline for cyberbullying will be handled on a case by case basis. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

7. PROTECTING & STORING YOUR LAPTOP COMPUTER

7.1 Laptop Identification

Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number
- Computer Name
- Student's Name

7.2 Password Protection

Students are expected to password protect their laptops by setting a network logon password and keeping that password confidential. If a student fails to keep this confidentiality agreement and any part of this policy has not been followed, appropriate disciplinary steps will be followed.

7.3 Storing Your Laptop

When students are not using their laptops, they should be stored in their lockers. The Center School District recommends the students use either a lock provided by the school district or obtain a personal lock and provide the office with a key or combination to the personal lock. Nothing should be placed on top of the laptop, when stored in the locker. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle at school or at home.

7.4 Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen. If a laptop is found in an unsupervised area, it will be taken to the Technology Department or the office. **A student will be charged \$10.00 to retrieve their laptop that has been turned into the Technology Department or the office due to not being supervised.**

8. LAPTOP INSURANCE AND WARRANTY

8.1 School District Insurance

Every student is required to pay the Center Consolidated School District an annual fee of \$45 in order to insure the laptop against theft, loss, defect or damage by fire. The \$45 fee is non-refundable. The annual coverage begins upon the receipt of the payment and ends at the conclusion of each school year.

8.2 Limitations of School District Insurance

The school district insurance has the following limitations in terms of coverage:

- The school district insurance ONLY covers the laptops themselves. Carrying cases and power cords are not covered by the school district insurance. Power cords might be covered by the Dell warranty, which is explained in the next subsection of this handbook, depending on the cause of the damage.
- In case of loss or theft of the laptop, the school district insurance will replace the laptop at no cost to the student, IF AND ONLY IF it is determined by the Technology Department and the Administration that the student acted in

a responsible manner when storing and taking care of the laptop, and acted in good faith and did everything humanly possible to find the laptop, such as filing a police report and reporting the loss or theft to the Technology Department or Administration.

- Students will be charged a minimal fee (approximately 10% of the cost of the parts needing replaced) after 3 or more instances of laptop damage that is determined by the Technology Department and/or Administration to be the cause of intentional damage or being negligent with the use and care of the laptop. More details and examples of repair fees are explained in *Section 11: Costs of Repairs* of this handbook.

8.3 Warranty

This coverage is purchased by the Center Consolidated School District as part of the purchase price of the equipment. Dell warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. The Dell warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all laptop problems to the Technology Department located in Room 8 in the High School New Wing.

8.4 Accidental Damage Protection

This coverage is also purchased by the Center Consolidated School District from Dell. Dell technicians will service repairs and replacements for defective parts and acts of accidental damage. Please report all laptop problems to the Technology Department located in Room 8 in the High School New Wing. Students will be held partially responsible for ALL damage including but not limited to broken screens, CD/DVD players, hinges, etc that is not covered by this protection plan.

Student will be charged a minimal fee (approximately 10% of the cost of the parts needing replaced) after 3 or more instances of laptop damage that is determined by the Technology Department and/or Administration to be the cause of intentional damage or being negligent with the use and care of the laptop.

8.5 Personal Insurance Protection

Students or parents may wish to carry their own personal insurance to protect the laptop in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the laptop computer.

9. LAPTOP TECHNICAL SUPPORT

The Technology Department is located in the High School New Wing, Room 8 and coordinates the repair work for laptops. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations

- Coordination of warranty repairs
- Distribution of loaner laptops and batteries

10. Use of Technology Resources Policy

10.1 Regulations

The use of the Center School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Center School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Center School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Center School District's Code of Conduct shall be applied to student infractions.

10.2 User Terms and Conditions

The use of Center School District's technology resources is subject to the following terms and conditions:

- The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Lemmon School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
- User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.
- Prohibited technology resources activities include, but are not limited to, the following:

10.3 Computer Laptop Violations:

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-player game, illegally obtained music, or video files (including YouTube, Google/Yahoo! video, etc) using the school network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission.
- Using the network or Internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- Violating copyright or other protected material laws.

- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.

10.4 Consequences for Violations

Infractions of any policy in the sections above will result in the following consequences:

1 st Offense	Warning (verbal or written).
2 nd Offense	Three (3) weeks of laptop privilege suspension. During this time, if a student needs to do research or assignment 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.
3 rd offense	Loss of laptop privileges for a length of time determined by the administration and the Technology Department.

10.4 Computer Network Violations:

- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.
- Attempting to add a non-school issued computer to the school's network

Infractions of any policy included in this Acceptable Use Policy/Handbook will result in the following consequences:

Suspension of laptop computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

11. Cost of Repairs

The Center Consolidated School District will cover most of the damages and malfunctions to the student laptops through the laptop's warranty and/or accidental damage protection. However, students might be charged a minimal fee (approximately 10% of the cost of the parts needing replaced) after 3 or more instances of laptop damage that is determined by the Technology Department and/or Administration to be the cause of intentional damage or being negligent with the use and care of the laptop.

All student repair charges will be 10% of the actual part cost or \$10.00 whichever is more. Lost items such as carrying cases, cords and batteries will be charged the actual replacement cost. Example costs are:

<u>Part</u>	<u>Estimated Actual Cost</u>	<u>Student's Bill</u>
LCD Screen (Dell Laptops)	\$ 625.00	\$ 62.00
CD/DVD	\$ 117.00	\$ 11.00
Battery	\$ 90.00	\$ 10.00
Keyboard	\$ 75.00	\$ 10.00
Bottom Base	\$ 135.00	\$ 13.00
Palm rest	\$ 95.00	\$ 10.00
Cord	\$ 55.00	\$ 10.00*
Carrying Case	\$ 25.00	\$ 25.00**

*** Power cords might or might not be covered by the warranty, depending on the cause of the damage and depending on the manufacturer (Dell, HP, etc). For example, normal wear-and-tear of power cords is covered by warranty. Bent power cords or broken wires are not covered under warranty. Students must pay full price for replacement if power cords' damage is not covered by warranty.**

**** The carrying case is not covered by the warranty. Students must pay full price for replacement.**

CENTER CONSOLIDATED SCHOOL DISTRICT LAPTOP PROTECTION PLAN

The Center 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. The items below outline the various areas of protection provided by the School District insurance/protection plan:

SCHOOL INSURANCE: The Student and Parent agree to pay \$45.00 to the Center Consolidated School District. In turn the District will provide the following types of coverage for the Student's laptop:

WARRANTY: This coverage is purchased by the Center School District as part of the purchase price of the equipment. Dell warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. The Dell warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

ACCIDENTAL DAMAGE PROTECTION: The Center School District has purchased thorough coverage to protect the laptops against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. The Technology Department and/or Dell will assess the laptop damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines.

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 Technology Department and/or Principal's office.

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

OTHER LIMITATIONS: Students/Parents understand that there are limitations in coverage provided by the Center Consolidated School District insurance/protection plan, as listed in Section 8.2 of the *Laptop Policy, Procedures, and Information Handbook*.

Student Pledge for Laptop Use

I, _____, (student's name) agree to the following conditions:

1. I will follow all of the policies and regulations included in the Laptop Policy, Procedure, and Information handbook while at school as well as outside of the school day.
2. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
3. I agree to return the District laptop, carrying cases and power cord in good working condition.

Parent Pledge

I, _____, (parent's name) recognize that it is my responsibility to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for any materials acquired by my child. I will assume full responsibility for any harmful or illegal content on the laptops. I also will take full responsibility for any damage that occurs to the laptop while the device is in my child's possession. I hereby give permission to allow my child to check out a laptop for the current school year.

Web Page Publication

The Center Consolidated School District may in the future wish to publish videos and pictures of the students in various school activities on the school webpage. Doing this would make the videos and pictures accessible to anyone on the Internet. No names will be used, just general descriptions such as; Girls BB, Varsity FB, etc. Please indicate whether or not you wish for your child to be included in this.

Please check one:

Yes, include my child in these publications

No, **DO NOT** include my child in these publications

Agreement

I agree to the stipulations set forth in the above documents including the Laptop Policy, Procedures, and Information; the Acceptable Use Policy; Laptop Protection Plan, the Student Pledge for Laptop Use, and Web Page Publications.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Individual school laptop computers and accessories must be returned to the Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Skoglund Middle School and Center High School for any other reason must return their individual school laptop computer on the date of termination.