

Laptop Policy, Procedures And Information

Alcester-Hudson Schools

2016-2017

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The focus of the Classroom Connections Project at Alcester-Hudson High 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. Classroom Connections integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all laptops used at Alcester-Hudson High School, 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 a “Laptop Orientation” which will be held in conjunction with school registration. 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 three options 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 AHHS.

1.2 Laptop Check-in

Laptops, accessories, and cases will be returned during final checkout on the last day of school. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at AHHS 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 AHHS, 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 theft report being filed with the Alcester-Hudson 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 school in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

1.3 Check-in Fines

If your laptop and/or carrying case 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 on the date of termination of enrollment.

If a student laptop is not returned during year-end check-in or upon termination of enrollment, 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.

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 Technology Coordinator or the Technology Coordinator's designees. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.

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 and carrying cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Alcester-Hudson School District.
- ➔ 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.
- ➔ Failure to comply with the General Precautions will result in being required to "check out" the student laptop from the help desk 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 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.

- ➔ 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.

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 are responsible to bring their laptop to all classes, unless specifically instructed not to do so by their teacher.

3.1 Laptops Left at Home

Students who leave their laptops at home, must immediately contact an adult to bring the laptops to school. Repeat violations of this policy will result in disciplinary action.

3.2 Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair.

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 may result in some form of discipline

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.

3.4 Screensavers

- ➔ Only school appropriate media may be used as a screensaver.
- ➔ Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or gang related symbols or pictures among the screensaver images 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.

3.6 Printing

Students may use printers in the following rooms : HS Computer Lab or the HS Library. Students who want to print on a home printer must ask the Technology Coordinator to add their printer software to the laptop computer.

3.7 Home Internet Access

Students may connect to the Internet from a location outside of school but must understand that they are still using school equipment and all school rules and policies still apply.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the My Documents/Home Directory

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 space to back up any school-related work. Student server folder size may be subject to disk quotas.

The laptops will be set up with a ***My Documents/Home Directory*** in which students should save their work. The ***My Documents/Home Directory*** will automatically save a copy of all student documents saved to the ***My Documents/Home Directory*** to the server while they are on the high school network. When a student adds a document to the ***My Documents/Home Directory*** folder while working at home or away from school, that document will be copied automatically to the server when the student logs onto the network at school.

Additional folders in the ***My Documents/Home Directory*** may be created or added by the student. All student work should be stored in one of the ***My Documents/Home Directory*** folders. Only files stored in the ***My Documents/Home Directory*** will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the server. Students who save work to a different location should be aware that

the data will not be backed up in case of re-imaging of the laptop.

4.2 Saving data to Removable storage devices

Students are also encouraged to backup all of their work at least once each week using removable file storage. Purchase and use of removable storage disks/sticks are the responsibility of the student.

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 Alcester-Hudson 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 Alcester-Hudson School District must remain on the laptop in usable condition and be easily accessible at all times.

Laptops are supplied with a Microsoft operating system. Licensed software provided with all new laptops includes:

- ➔ Adobe Acrobat Reader
- ➔ Microsoft Internet Explorer
- ➔ Microsoft Office 2010 including Word, Excel, Access, PowerPoint & Publisher
- ➔ Microsoft Windows 7
- ➔ Microsoft Silverlight
- ➔ Symantec Enterprise Antivirus
- ➔ QuickTime
- ➔ Windows Media Player
- ➔ Windows Movie Maker

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 Protection

The laptop has anti-virus protection software. This software will scan the hard drive for known viruses on boot up. The virus software will be upgraded from the

network. The school's servers are also installed with virus protection software. If a student is notified that a virus has been detected, he/she should report that to the teacher or Technology Coordinator.

5.3 Additional Software

Students are not allowed to load additional software on their laptops.

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 technician will copy all files in the ***My Documents/Home Directory***. The hard drive will then be re-formatted. Authorized software will be installed and the data files reinstated in the ***My Documents/Home Directory***. 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 Policy Computer, Internet and Electronic Mail

6.1 Computer—Terms and Conditions

- ➔ No programs or games may be brought from home or any other source, nor downloaded from the Internet and installed on school computers. If programs or games are desired, they must be submitted to the computer instructor or technology coordinator. If these are allowed, they will be installed by the computer instructor or technology coordinator.
- ➔ No work in command prompt except in the case of a supervised computer science class.
- ➔ No physical tampering or destruction of computers, keyboards, printers, etc.
- ➔ No unauthorized use of other student's directories. Students must keep their passwords private. Students are responsible for all files in their directory.
- ➔ The system operator and/or school personnel will periodically inspect student files unannounced and at random.
- ➔
- ➔ All student files/programs will be deleted at the end of the school year by the computer instructor.
- ➔ Staff will be notified of names of students on computer suspension

6.2 Internet—Terms and Conditions

The Internet is an electronic highway connecting thousands of computers all

over the world and millions of individual subscribers. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If an Alcester-Hudson Public School user violates any of these provisions, his or her current access will be terminated and future access may be denied.

- ➔ Acceptable Use - The purpose of providing Internet access through the Dakota Digital Network (DDN) is to enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. The use of the Internet and e-mail must be in support of education and research consistent with the educational objectives of the Alcester-Hudson Public School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, obscene or lewd material, or material protected by trade secret. Use for product advertisement, commercial purposes, or political lobbying is also prohibited. The Alcester-Hudson School District may limit the use of student electronic mail to one source determined by the administration.
- ➔ Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The Alcester-Hudson School District administration will deem what is inappropriate use and its decision is final.
The administration, faculty, and staff of the Alcester-Hudson School District may request the system administrator to deny, revoke, or suspend any specific Internet user's privilege.
- ➔ Netiquette - Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - ➔ Be polite. Do not get abusive in your messages to others. Do not send or display offensive messages or pictures.
 - ➔ Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not harass, insult, or attack others. Illegal activities are strictly forbidden.
 - ➔ Do not reveal your personal address or phone numbers or those of students or faculty.
 - ➔ Network storage areas will be treated like school lockers. Network and school administrators may review files and communications to maintain the system responsibly. Users should not expect that files stored in district servers will be private. Trespassing in another's folders, work or files is prohibited and will result in loss of privileges. Messages relating to or in support of illegal activities will be reported to the authorities.
- ➔ Do not use the network in such a way that would disrupt the use of the network by other users (for example, intentionally wasting limited resources).

- ➔ All communications and information accessible via the network should not be assumed to be private property.
- ➔ Students are banned from utilizing Internet Chat Rooms, unless under the direct supervision of school personnel for an educational purpose.
- ➔ No Warranties - The Alcester-Hudson School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Alcester-Hudson Public School District will not be responsible for any damages students suffer, including loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at a student's own risk. The Alcester-Hudson School District specifically denies any responsibilities for accuracy or quality of information obtained through its services. The Alcester-Hudson School District cannot be responsible for inappropriate or offensive material students encounter on the Internet. If offensive material would cause students personal embarrassment or other emotional or psychological damage, students should not use the system.
- ➔ Security - Security on any computer system is a high priority, especially when the system involves many users. If students feel they can identify a security problem on the Internet, they must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log in to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
- ➔ Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempts to harm or destroy data of another user, the Alcester-Hudson Network or any of the above listed agencies or others networks that are connected to DDN. This includes, but is not limited to, the uploading, creation, or intentional transmission of computer viruses.
- ➔ Conditions as stated in this document are applicable to the Alcester-Hudson School District. These terms and conditions shall be governed and interpreted in accordance with policies of the Alcester-Hudson School Board, the laws of the State of South Dakota, and the United States of America.

6.3 Statement of Agreement with AUP

I understand and will abide by the above Terms and Conditions for Internet. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation or damage to any of the individual computers, the computer programs, network, or data, computer equipment, or Internet/electronic mail, my access privileges may be revoked, school disciplinary action may be taken, and appropriate legal action may be taken. Furthermore, I understand that I will be responsible for paying for said damages and professional services in their entirety.

7. Responsibilities of Technology Use

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

7.1 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.

7.2 School Responsibilities

- ➔ Provide Internet and email access to its students.
 - ➔ Access logs and email will be treated similarly to school lockers. Alcester-Hudson School District reserves the right to review, monitor and restrict information stored on or transmitted via Alcester-Hudson School District-owned equipment and to investigate inappropriate use of resources.
- ➔ Provide a firewall which will filter content.
- ➔ Provide reasonable access to network data storage areas.
 - ➔ These will be treated similar to school lockers. Alcester-Hudson School District reserves the right to review, monitor, and restrict information stored on or transmitted via Alcester-Hudson 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 with the acceptable use policy.

7.3 Student Responsibilities

- ➔ Use computers in a responsible and ethical manner.
- ➔ Obey general school rules concerning behavior and communication that apply to computer use.
- ➔ Use 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, miss-deliveries, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Alcester-Hudson School District’s designated Internet System is at your own risk. Alcester-Hudson School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- ➔ Protect the Alcester-Hudson School District computer system by contacting an administrator about any security problems they may encounter.
- ➔ Monitor 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 that student's responsibility.
- ➔ If a student should receive email containing inappropriate or abusive

language or if the subject matter is questionable, that student is asked to print a copy and turn it in to the office.

- ➔ Return their laptop to the school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at AHHS for any other reason must return their individual school laptop computer on the date of termination.

7.4 Student Activities Strictly Prohibited

Prohibited activities include, but are not limited to, the following:

- ➔ Illegal installation or transmission of copyrighted materials
- ➔ Any action that violates existing Board policy or public law
- ➔ Access or use of any other email program or account other than the one issued by the school (i.e.: Hotmail, Yahoo Mail, MSN Mail, etc.)
- ➔ Using email to harass or bully others
- ➔ Use of chat rooms, sites selling term papers, book reports and other forms of student work
- ➔ Messaging services (i.e. MSN Messenger, ICQ, etc.)
- ➔ Internet/Computer Games
- ➔ Use of outside program disks
- ➔ Use of outside data disks without prior approval from the Technology Coordinator for purposes other than back-up as permitted by Section 4.2.
- ➔ Downloading illegal files, including music or other data files
- ➔ Spamming-Sending mass-emails or inappropriate emails
- ➔ Gaining unauthorized access to other student's accounts, files, and/or data
- ➔ Unauthorized password sharing
- ➔ Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity
- ➔ Use of anonymous proxy servers or other attempts to negate firewall/filtering systems
- ➔ Giving out personal information except in an instructional context or in the performance of Alcester-Hudson 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.

7.5 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 Alcester-Hudson School District may be applied to the computer.
- ➔ Computer cases furnished by the school district must be returned with only

normal wear and no alterations to avoid paying a case replacement fee of \$35.00.

- ➔
- ➔ Computers that malfunction or are damaged must first be reported to the Technology Coordinator. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.
- ➔ **Accidental laptop damage: Students who have recorded 3 or more instances of accidental laptop damage may be asked to check their laptop in at the Office. Future laptop privileges will be determined by the Technology Coordinator and the Administration.**
- ➔ Computers that are stolen must be reported immediately to the Administrative Office and the police department.

7.6 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 AHHS Discipline 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 consequences of the Discipline Policy. Violation of applicable state or federal law, including the South Dakota laws prohibiting unlawful uses of computer systems, will result in criminal prosecution or disciplinary action by the District.

7.7 Student Discipline

Consequences for violations of this policy will be handled under the Alcester-Hudson School Discipline Plan. Disciplinary consequences may vary depending on the severity of the offense.

Computers owned by the Alcester-Hudson School District are for educational purposes ONLY.

8. PROTECTING & STORING YOUR LAPTOP COMPUTER

8.1 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.
- ➔ Individual User account name and password

8.2 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.

8.3 Storing Your Laptop

When students are not monitoring laptops, they should be stored in their lockers. 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.

8.4 Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen.

Unsupervised laptops will be confiscated by staff and taken to the Office. This action will result in the student being required to "check out" their laptop from the Office for 3 weeks. Second offense will result in the loss of laptop privileges for 3 weeks.

9. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

9.1 Warranty

This coverage is purchased by the Alcester-Hudson School District as part of the purchase price of the equipment. HP 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 HP warranty **does not** warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all laptop problems to the Technology Coordinator. The school will be responsible for any work that would normally be covered under warranty.

9.2 School District Protection

School District Protection is available for students and parents to cover laptop replacement in the event of theft, loss, or accidental damage by fire. The protection cost is \$25.00 annually for each laptop with a maximum cost of \$50.00 per family and carries a \$250.00 additional deductible for each claim.

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.

9.3 Claims

All insurance claims must be reported to the Administration. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a laptop can be repaired or replaced with School District Protection.

The District will alert law enforcement of this District-owned equipment.

10. LAPTOP TECHNICAL SUPPORT

The Technology Coordinator is located in Room 130 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

11. Use of Technology Resources

11.1 Regulations

The use of the Alcester-Hudson School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Alcester-Hudson 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 Alcester-Hudson 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 Alcester-Hudson School District's Discipline Policy shall be applied to student infractions.

11.2 User Terms and Conditions

The use of Alcester-Hudson 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 Alcester-Hudson 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 those outlined in the following 2 sections.

11.3 Computer Laptop Violations

- ➔ Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- ➔ Downloading or transmitting multi-player game, music, or video files 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.

Infractions of Section 11.3 will result in the following consequences:

- ➔ 1st Offense – Student(s) will check-in/checkout their laptops from the help desk daily for three (3) weeks.
- ➔ 2nd Offense – Three (3) weeks of laptop privilege suspension
- ➔ 3rd Offense – Loss of laptop privileges for a length of time determined by the Administration and the help desk.

11.4 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.

Infractions of Section 11.4 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.

12. Cost of Repairs

ITEM	COST
Lost Adaptor	\$42-\$70
Loss of Battery	\$75-\$112
Damaged/Lost Case Sleeve	\$35
Laptop and Accessories	\$750
Additional Fees may be assessed depending on condition of laptop upon Check-In	

Items related to laptops will be assessed based on cost. Above are some estimates

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

The following fees will be assessed for damages unless damage can be fully documented as accidental.

- Broken Screen – either glass is broken or image is imperfect – \$75
- Damaged Adapter – \$10
- Any other damage will be assessed and assigned a fee according to the damage.

If laptops are left unattended in other areas during the school day they will be collected and a \$5 fee will be assessed for each incident. Laptops left unattended after school hours will also be collected and students will be assessed the \$5 fee. It will be acceptable for athletes to leave laptops in a **locked** locker in the locker rooms unless a visiting team is using the locker room. Any laptops left in the hallway, gym, or not under lock in the locker rooms during practice or games will be collected and students assessed the \$5 fee. Any fees will be expected to be paid within two weeks of being assessed.

Grades 9-12

Appendix A

ALCESTER-HUDSON SCHOOL DISTRICT LAPTOP PROTECTION PLAN

The Alcester-Hudson 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 following outlines the various areas of protection: warranty, accidental damage protection and insurance.

WARRANTY and ACCIDENTAL DAMAGE PROTECTION: Warranty will be covered by the school or manufacturer of the laptop. -This will **not include** damage caused by misuse or abuse. The student will provide details of any accidental damage and administration will determine if it constitutes accidental damage. For damage other than accidental or otherwise covered under warranty, the student will be assessed fees as outlined in the laptop policy. If not specifically covered in this policy, the student will be assessed repair or replacement costs, including labor. This coverage does not provide for damage caused by fire, theft or loss.

INSURANCE FOR THEFT, LOSS OR FIRE: Laptops that are stolen, lost or damaged by fire are not covered by the policy outlined above. Following are the three options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate item on the form below.

Option 1 - No Insurance

You agree to pay for the replacement of the laptop should the laptop be stolen, lost or damaged by fire.

Option 2 - Personal Insurance

You will cover the laptop under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the laptop replacement.

Option 3 - 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 laptop computers. The \$25.00 payment is non-refundable. This protection coverage has a \$250.00 additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

The \$250.00 additional charge is the responsibility of the student/parent and must be paid before the laptop can be repaired or replaced.

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 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.

Student Pledge for Laptop Use

1. I will take good care of my laptop and know that I will be issued the same laptop each year.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop since they may cause damage to the computer.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in the bag provided or an approved case.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District laptop.
11. I understand that my laptop is subject to inspection at any time without notice and remains the property of the Alcester-Hudson School District.
12. I will follow the policies outlined in the **Laptop Handbook** and the **Use of Technology Resources Policy** while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement items in accordance with the above table in the event any of these items are lost or stolen.
16. I agree to return the District laptop, case and power cords in good working condition.

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

Insurance for Theft, Loss, or Fire of Laptop:

Choose one of the following options:

____ Option 1 - No Insurance

____ Option 2 – Personal Insurance

____ Option 3 – School District Protection *(If you choose this option, you must attach \$25 payment)*

Web Page and Television Permission Form

Throughout the year, teachers will be updating their website and local access cable TV channel with photographs of the class or examples of student work/projects. The school's website can be viewed at <http://Alcester-Hudson.k12.sd.us/>.

Please read through the following options and circle yes or no for each.

Yes	No	My child's picture may be displayed on the school's website or Local Access TV Channel. I understand that they may be identified using first name and last initial
Yes	No	My child's work samples, art work, or pictures of their completed projects may be displayed on the school's website.

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)

X _____ Date: _____
Student Signature

Parent/Guardian Name (Please Print)

X _____ Date: _____
Parent/Guardian Signature