

LAPTOP USE/CARE POLICY Student Guidelines for 1:1 Laptop Program Grades 3-12

The following are guidelines which require ethical, and legal utilization of all technology devices.

- Access to the District's computer services is a privilege and not a right. Students will be expected to adhere to the Acceptable Use Guidelines and required to sign the student/parent laptop use agreement in order to be granted access to District computer services. All policies and restrictions of the District's computer services will be followed.
- District R1 has a content filter to block potentially dangerous Internet sites from students. Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable. The District filter may not protect students during home access, so parents may want to restrict their home Internet access. For more information about Internet safety go to www.isafe.org. Students will have access to all available forms of electronic media and communication that are in support of the educational goals and objectives of the District.
- The District does not allow the use of personal devices (BYOD or BYOT) on the District network.
- The District does not permit the use of social media websites for District business.

Netiquette

- Be polite.
- Use appropriate language.
- Do not reveal personal data (home address, phone number, photos, etc).
- Be respectful to all - Remember that other users of the District's computer online services/networks are human beings whose culture, language, values and perspectives may differ from those of your own, however all deserve basic mutual respect required by our society.

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.
- Laptops should be shut down while not in use to protect the life of the device.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Kit Carson School District. Spot checks will be done by administration or KIT CARSON Technicians at any time.
- Laptops should never be shoved or wedged into a book bag as this may break the screen.
- 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. Students should also bring their laptop charger to school each day.
- Do not expose your laptop to extreme temperature, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Do not attempt to repair the laptop.
- Do not open the back cover of the laptop.
- Keep air vents unblocked when laptop is turned on.
- Under no circumstances (except in emergencies, drills) may laptops be left in unsupervised areas. These areas include the school campus, cafeteria, locker rooms, library, unlocked classrooms or hallways.
- Students must log in under their assigned username/password and are not to share this information with others.

Screen Care

The laptop screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage if excessive pressure is placed on it.

- Do not lean on the top of the laptop nor place objects on top of it 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 may add excessive pressure on the laptop.
- Do not place anything on the keyboard before closing the laptop lid (e.g. pens, pencils, or headphones).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Please do not use any type of liquid or water on the laptop.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes. Please bring personal earphones/buds for use in the building when permitted by the teacher.

Laptop Cases

- To prevent damage, laptops must always be in the issued cases. The laptop will remain in the case during use and transport. **No exceptions.** If a student is caught with the laptop outside of the case, the laptop will be taken from the student.

Email Communication

KIT CARSON SCHOOL DISTRICT will provide all students with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school need. While users are provided with email accounts, the account(s) should be used with care.

Users:

- Should not send personal information
- Should not attempt to open files or follow links from unknown or untrusted origins
- Should use appropriate language
- Should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. All email communication will be monitored and archived.

Limited Expectation of Privacy

District technology devices are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology devices, including all internet sites, electronic communications access, transmission/receipt of materials and other digital information. All material and information accessed/received through district technology devices shall remain the property of the school district.

Electronic mail, network usage, and all stored files will not be considered confidential and may be monitored at any time by District staff to ensure appropriate use.

Document and File Storage

KIT CARSON SCHOOL DISTRICT students are provided with Microsoft Office 365 OneDrive account for backing up student data. Students can save important items in this online location, keeping a backup to access from anywhere an internet connection is available. **Students are responsible for keeping their data backed up on Microsoft Office 365 OneDrive and/or any other external storage device.**

Consequences for Misuse

The student in whose name a system account and/or technology device is issued will be responsible at all times for its appropriate use. Noncompliance with the guidelines published here, in the Student Code of Conduct, and Board Policy JS may result in disciplinary actions which may include suspension and/or termination of technology privileges. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Examples of Unacceptable Use

I will **not**:

- Delete any system related folders or files that I did not create or that I do not recognize. I understand that deletion of certain files will result in computer failure and will interfere with my ability to complete course work.
- Attempt to find inappropriate images or content; intentionally searching inappropriate images or content is a direct violation of the District Acceptable Use Policy.
- Create a personal mobile "hot-spot", use a "proxy site", or other method to circumvent the school's network safety measures and filtering tools as this is a direct violation of the District Acceptable Use Policy.
- Create, distribute or deploy multi-user servers or gaming software on or within the KIT CARSON SCHOOL DISTRICT network.
- Engage in cyberbullying, harassment, or disrespectful conduct towards others.
- Use school technologies to send spam or chain mail.
- Participate in any on-line gambling activities.
- Post or otherwise disclose personally-identifying information, about myself or others.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content.
- Download movies, games or play online games that are not specifically assigned in class.
- Install programs or games for which KIT CARSON SCHOOL DISTRICT does not own a valid license.
- Use the network for financial or commercial gain.
- Loan laptop to other students or family members.
- Borrow a laptop from another student.
- Share passwords or usernames.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technology.

Laptop Fees

- Students will be charged repair/parts cost for intentional damage caused due to negligence and/or carelessness.
- Students will be responsible for costs associated with unreported losses, deliberate damage or vandalism.
- Unpaid fees will put students on the "Not-Cleared" list.
- Seniors will not be permitted to participate in graduation ceremonies until all past fees/costs are paid in full.
- In case of theft, vandalism, and other criminal acts, a **police report MUST be filed by the student or parent within 48 hours of the occurrence. Incidents occurring off campus must be reported to the city police by the parent and a copy of the police report must be brought to the school by the next school day.**
- Withdrawing students must pay all laptop-related fees or school transcripts will not be released.

Estimated Repair Pricing Repair/Replacement Costs

Computer replacement	\$399.00
Broken Screen	\$265.00
Broken Display Bezel	\$55.00
Power Adapter + Cord	\$35.00
Base Enclosure	\$160.00
Approved Laptop Case	\$40.00

LAPTOP DEPOSIT

The deposit for student laptops is \$50. You may write a check (preferred) or bring cash. The deposit will need to be turned into the office before your child is able to check out a laptop. The district will hold all deposits and will not cash any checks unless it becomes necessary to do so. At the end of the school year, the school will return the \$50 deposit check/cash.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

