

# **Corsica-Stickney High School Laptop Program Handbook**

## **2015-16**



The focus of the Laptop Initiative at Corsica-Stickney High School is to prepare students for their future, a world of digital technology and information. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century skills is the laptop computer.

C-SHS will work to create a learning environment that has a 21<sup>st</sup> century curriculum, one that is relevant and provides a real-world education. Students will develop skills in the following areas:

- Information/Research
- Communication
- Thinking and problem-solving
- Interpersonal
- Self-directional

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. Learning results from the 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. The Laptop Initiative integrates technology into the curriculum anytime, anyplace.

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The policies, procedures and information within this document apply to all laptops used at Corsica-Stickney High School, including any other device considered by the principal to come under this policy.

Teachers may set additional requirements for computer use in their classroom.

**The school network is a private secured government network**

## TABLE OF CONTENTS

Laptop Specifications.....
Receiving Your Laptop.....
Taking Care of Your Laptop.....
General Precautions
Carrying Laptops
Screen Care
Using Your Laptop At School.....
Laptops Left at Home
Laptop Undergoing Repair
Charging Your Laptop's Battery
Screensavers/Tablet
Sound
Managing Your Files and Saving Your Work.....
Saving to My Documents
Saving Data to Removable Storage Devices
Software on Laptops.....
Originally Installed Software
Virus Protection
Additional Software
Inspection
Procedure for Re-Loading Software
Software Upgrades
Acceptable Use.....
General Guidelines
Privacy and Safety
Legal Propriety
E-mail
Consequences
Protecting & Storing Your Laptop Computer.....
Laptop Identification
Password Protection
Storing Your Laptop
Laptops Left in Unsupervised Areas
Repairing or Replacing Your Laptop Computer.....
Laptop Warranty
Accidental Damage Protection
School District Protection
Claims
Laptop Technical Support.....
Laptop FAQ'S.....
Laptop Reward System.....
Use of Technology Resources Policy.....
Laptop Computer Protection.....
Student Pledge.....

## **1. LAPTOP SPECIFICATIONS**

The laptop selected for use at Corsica-Stickney High School is the HP 2730p, HP 2740, Lenova X220, & Fujitsu Life book Tablet PC.

## **2. RECEIVING YOUR LAPTOP**

Laptops will be distributed each fall during “Laptop Orientation.” Parents & students must sign and return the Laptop Computer Protection Plan and Student Pledge documents before the laptop can be issued. 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 CSHS.

### **3. 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 Help Desk located in the school library.

#### **3.1 General Precautions**

- No food or drink is allowed next to the 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 before moving them to conserve battery life.
- Laptops must remain free of any writing, engraving, drawing, stickers, or labels that are not the property of the Corsica 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.

#### **3.2 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.

#### **3.3 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.

## **4. 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 will be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher.

### **4.1 Laptops Left at Home**

If students leave their laptop at home, they must immediately phone parents to bring it to school. Repeat violations of this policy will result in disciplinary action.

### **4.2 Laptop Undergoing Repair**

Loaner laptops may be issued to students when they leave their laptops for repair at the Technology Help Desk.

### **4.3 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 of this policy will result in disciplinary action. 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 or borrow a battery at the Technology Help Desk located in the library. Extra batteries must be returned to the Technology Help Desk by 8:20 a.m. of the next school day.

### **4.4 Screensavers/Tablet**

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 action.

Passwords on screensavers are not to be used.

The following activities are not allowed:

- 1) purchasing or selling of items, 2) use of credit cards, 3) political activity, 4) commercial advertisements

### **4.5 Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may purchase their own headphones; they are only to be used when given permission by a teacher.

### **4.6 Printing**

Students may use printers in classrooms, the library, and computer lab with teachers' permission during class or breaks. Students who want to print on a home printer must ask the Technology Help Desk to add their printer software to the laptop computer.

## **5. MANAGING YOUR FILES & SAVING YOUR WORK**

### **5.1 Saving to My Documents**

Students will be logging onto the C-SHS 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.

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

Additional folders in My Documents may be created or added by the student. All student work should be stored in the My Documents folder.

Only files stored in My Documents will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the high school server.

### **5.2 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 cards may be purchased at a local retailer. The computer's media card reader will read the following types of memory cards:

- Memory Stick®
- Multi-Media Card®
- MultiMediaCard™
- Secure Digital™
- XD Picture Card
- Mini Secure Digital™
- RS-MultiMediaCard™

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

## **6. SOFTWARE ON LAPTOPS**

### **6.1 Originally Installed Software**

The software originally installed by C-SHS must remain on the laptop in usable condition and be easily accessible at all times.

The laptop is supplied with the version of Windows® XP & Windows 7 Tablet PC Edition operating system and additional software. Licensed software provided with all new laptops includes:

- One Note
- Office
- Microsoft Student 06
- Photo Story 3
- Media Player 10
- Java
- Quick Time
- Real Player
- Shock Wave
- Flash
- Nero
- DVD Software
- Acrobat Reader

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.

### **6.2 Virus Protection**

The laptop has anti-virus protection software. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server and e-mail server are also installed with virus protection software and hardware.

### **6.3 Additional Software**

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their laptop. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

Any additional software must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.

Students are responsible for ensuring that only software that is licensed to their laptop is loaded onto their computers.

Violent games and computer images containing obscene or pornographic material are banned.

## **6.4 Inspection**

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

## **6.5 Procedure for Re-loading Software**

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

## **6.6 Software Upgrades**

Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

# **7. ACCEPTABLE USE**

## **7.1 General Guidelines**

- (1) Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Corsica-Stickney School District.
- (2) Students are responsible for the ethical and educational use of the technology resources of the Corsica-Stickney School District.
- (3) Access to the Corsica-Stickney School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Use of Technology Resources Policy.
- (4) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- (5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Misconduct and Progressive Discipline Policies.

## **7.2 Privacy and Safety**

- Do not go into chat rooms or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.

If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

### **7.3 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 Student Misconduct and Progressive Discipline Policies. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

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

### **7.4 E-mail**

Always use appropriate language.

Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.

Do not send mass e-mails, chain letters or spam.

Students should maintain high integrity with regard to e-mail content.

No private chatting during class without permission.

CSHS e-mail is subject to inspection by the school.

No use of Facebook, MSN Messenger, Hot-Mail, My Space or any other similar program during the school day.

### **7.5 Consequences**

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Laptop Handbook or Use of Technology Resources Policy will result in disciplinary action as outlined in the student handbook.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. The CSD cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South

Dakota Open Records Act; proper authorities will be given access to their content.

## **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 and senior high asset tag
- Individual User account name and password

### **8.2 Password Protection**

Students are expected to password protect their laptops by setting a start-up password and keeping that password confidential.

### **8.3 Storing Your Laptop**

When students are not monitoring laptops, they should be stored in their lockers with the lock securely fastened. 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 multi-purpose room, computer lab, concourse, 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 Principal's Office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

## **9. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER**

### **9.1 Warranty**

This coverage is purchased by the Corsica-Stickney School District as part of the purchase price of the equipment. HP & Lenovo 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 warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all laptop problems.

## **9.2 Accidental Damage Protection**

The Corsica-Stickney School District has purchased 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. HP & Lenovo 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. The laptop is covered with a three/four-year Warranty and Accidental Protection Plan. C-SHS technicians will service repairs and replacements for defective parts and acts of accidental damage. Please report all laptop problems to the Technology Help Desk located in the library.

## **9.3 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.

## **9.4 Claims**

All insurance claims must be reported to the Technology Help Desk located in the library or media center. 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. Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the student handbook.

The District will work with the Corsica-Stickney Police Department to alert pawnshops and police departments in the area to be aware of this CSD-owned equipment.

## **10. LAPTOP TECHNICAL SUPPORT**

The Technology Help Desk is located in the high school library or media center 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. LAPTOP FAQ'S**

**1. Can I use the Tablet computer and software throughout my career at C-SHS?**

Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at CSHS. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

**2. What if I already have another model or brand of laptop computer?**

You will be required to use the school district issued laptop for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Corsica-Stickney School District is also limited to provide maintenance service or assistance for only the Tablet. For these reasons, other laptop computers will not be used on the Corsica-Stickney School District network at school.

**3. Can I have my laptop computer over the summer?**

No. All laptops will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their laptops again at their orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and CSHS's policy regarding the ethical use of computers.

**4. What about insurance against theft or breakage through carelessness?**

Your laptop computer is very portable and very valuable, making it an attractive target for thieves. Therefore, the Corsica-Stickney School District laptop protection is recommended. The protection covers the laptop for a \$25.00 payment. You will be responsible for paying an additional charge of \$200.00 for each theft or loss claim. The best insurance is to take care of your laptop. Do not leave your laptop in the building, classroom, concourse, or car unattended. Always know where your laptop is! Above all, take your computer home each night

**5. Does C-SHS provide maintenance on my Tablet computer?**

Yes. The Technology Help Desk staff will coordinate maintenance for students. Students enrolled at C-SHS will be covered by a maintenance agreement for items described in the Gateway warranty agreement and Accidental Protection Plan. Please consult the warranty agreement so that you understand what is and what is not covered.

**6. What will I do without a computer in my classes if my laptop unit is being repaired or while I am replacing it if it is lost or stolen?**

Corsica-Stickney High School stocks a limited number of laptop computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit at the Technology Help Desk in the library, the same area where you will go for service on your laptop computer. If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.

**7. If I purchase software in addition to the available software provided through C-SHS, will the Technology Help Desk staff load it for me?**

Yes. Students who qualify for the Rewards Privileges will be allowed to have appropriate educational software installed by the Technology Help Desk staff. Students with Standard Privileges or Suspended Privileges are not allowed to install or download additional software to your school-issued laptop computer.

**8. Do I need a printer?**

You need not own one since printers are located in classrooms and the library. If you want to connect to a printer at home with the school laptop, you will need to visit the technology Help Desk and ask to have your printer software installed.

**9. Will I need to buy a modem?**

No. A modem is built into the Tablet.

**10. How do I connect to the Internet at home?**

You may connect to the Internet using a cable Ethernet connection or wireless Ethernet connection. If you have service with an Internet provider, you simply need to plug the Ethernet cable into the Ethernet port on the laptop computer. If you maintain a wireless home network, you must set the laptop to connect to your wireless connection. Dial-up Internet connections will not work on the school laptop until the Corsica-Stickney High School technician formats your laptop for a dial-up connection. Please take your laptop to the Technology Help Desk if you want your laptop configured for your home dial-up Internet access.

**11. Will there be facilities to back up the files I create on my laptop?**

Yes. When you save your documents to the My Documents folder, your files are automatically saved to the school storage server. You are also encouraged to save your documents to a removable memory card that can be inserted into the 7-in-1 memory card reader on the laptop.

**12. What if I want to add options to my laptop later?**

Only the Corsica-Stickney School District is authorized to add options and upgrades to your laptop computer.

13. What if I want to run another operating system on my laptop?

Only the operating system chosen by the Corsica-Stickney School District will be authorized to run on a student-issued laptop computer.

14. Will I be given a new battery if mine goes bad?

The laptop battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance. If you need to borrow a battery for class, you may check a battery out at the Technology Help Desk. The battery must be returned before the end of the school day, and you may be asked to pay a charging fee if your personal use of school back-up batteries is frequent.

15. What has the school done to help prevent students from going to inappropriate sites?

We have a software product which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal's Office.

16. Are Student Laptops subject to school "snooping"; what if they bring their laptop in for repairs and "objectionable data" is detected? Inappropriate material on laptops should be reported to the classroom teacher, principal, or Technology Help Desk immediately upon identification. Students who have "objectionable data" on their laptop but have failed or chosen not to report it, will be referred to the Principal's Office.

17. If the accessories to my laptop are lost or stolen, how much will it cost to replace them?

In the event that laptop accessories are stolen, you should report the lost items to the Technology Help Desk or Principal's office. The cost to replace specific accessories is listed below:

- a) AC adapter & power cord: \$29.00
- b) Battery: \$99.00
- c) Laptop Sleeve: \$31.00
- d) Stylus: \$50.00
- e) Total Cost of Tablet: \$1,50

## **12. LAPTOP REWARD SYSTEM**

All students will begin the school year with Standard Privileges and have the opportunity to earn the Rewards Privileges by meeting the criteria listed below. Student records will be reviewed quarterly to determine whether they have earned the opportunity to advance to the next level of privileges.

Description of Privileges Criteria For Privileges

<b><u>Standard Privileges:</u></b>	<b><u>Standard Privileges Criteria</u></b>
<ul style="list-style-type: none"><li>• Laptop computer</li><li>• Home use of laptop</li><li>• Microsoft Office Suite software school year.</li><li>• GroupWise school and web e-mail,</li><li>• Windows Messenger for home use</li><li>• MyCampus account for student information</li><li>• My Documents to back-up school work</li><li>• DVD drive for playing movies and music</li></ul> <p>Network Violations</p> <ul style="list-style-type: none"><li>• Assistance for home internet &amp; printer set-ups</li><li>• Battery exchange</li></ul>	<p>All students will start on this computer level at the beginning of the school year</p> <p>To remain at this level students will have...</p> <p>*Less than 3 incidents of accidental damage.</p> <p>*No more than 1 incident of a computer laptop violation</p> <p>*No incidents of a computer network violation.</p>

<b><u>Rewards Privileges:</u></b>	<b><u>Rewards Privileges Criteria</u></b>
<ul style="list-style-type: none"><li>• All Standard Privileges plus the following:</li><li>• Approved Educational Software Installation at the Help Desk</li><li>• Ability to personalize display settings &amp; Backgrounds</li><li>• Increased storage space</li></ul>	<p>Students will earn rewards and be placed at this level if they have...</p> <p>*A minimum quarterly GPA of 2.5</p> <p>*Less than 3 incidents of accidental damage</p> <p>*No incidents of Computer Laptop/Network Violations</p>

<b><u>Suspended Privileges:</u></b>	<b><u>Suspended Privileges Criteria</u></b>
<ul style="list-style-type: none"> <li>• Laptop computer use at school</li> <li>• Laptop may be checked out with teacher's Permission</li> <li>• Identified software</li> <li>• School and web e-mail</li> <li>• MyCampus account for student Information</li> <li>• Internet Explorer</li> <li>• My Documents to back-up school work</li> <li>• Battery exchange</li> </ul>	<p>Students will be placed at this level if they have...</p> <p>*Three or more incidents of accidental damage</p> <p>*Two or more incidents of Computer Laptop Violations</p> <p>*One or more incidents of Computer Network Violations</p>

# **Use of Technology Resources Policy**

## **Corsica-Stickney School District**

### **Purpose**

The Corsica-Stickney School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Corsica-Stickney School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Corsica-Stickney School District.

### **Definition – Technology Resources**

The Corsica-Stickney School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

### **Regulations**

The use of the Corsica-Stickney School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the CSD 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 Corsica-Stickney 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 Corsica-Stickney School District's Student Misconduct and Progressive Discipline policies shall be applied to student infractions.

### **User Terms and Conditions**

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

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Corsica-Stickney 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.
  
2. 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. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.

3. Prohibited technology resources activities include, but are not limited to, the following:

**Computer Laptop Violations:**

- a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- b. Downloading or transmitting multi-player game, music, or video files using the school network.
- c. Vandalizing, damaging, or disabling property of the school or another individual or organization.
- d. Accessing another individual's materials, information, or files without permission.
- e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
- f. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- g. Promoting or soliciting for illegal activities
- h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- i. Violating copyright or other protected material laws.
- j. 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.
- k. Intentionally wasting school resources.

Consequences: 1st offense – Office intervention or 5 day computer laptop suspension

2nd offense – 10 day computer laptop suspension

3rd offense – Laptop suspended for remainder of quarter or not less than 10 days.

### **Computer Network Violations:**

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

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

- 4. Corsica-Stickney School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an “as is” basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.
- 5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person’s account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.
- 6. Any security or equipment problems arising from the use of technology resources must be reported to the computer Technology Help Desk or Principal’s Office.
- 7. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.
  - a. Computer batteries must be charged and ready for school each day.
  - b. Only labels or stickers approved by the Corsica-Stickney School District may be applied to the computer.
  - c. Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
  - d. Computers that malfunction or are damaged must first be reported to the Technology Help Desk located in the high school library or media center. 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 Technology Help Desk after school. Laptops may be checked out again before classes begin the next day. Special permission to take a laptop home for class work may be permitted by the student's teacher.

- e. Computers that are stolen must be reported immediately to the Principal's Office and the police department.
- f. Individual school laptop computers and accessories must be returned to the Technology Help Desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at C-SHS 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 C-SHS, 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 Corsica-Stickney 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 Technology Help Desk in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

## **LAPTOP COMPUTER PROTECTION**

The Corsica-Stickney 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.

**TABLET WARRANTY:** This coverage is purchased by the Corsica-Stickney School District as part of the purchase price of the equipment. Your laptop is warranted 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 warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

**ACCIDENTAL DAMAGE PROTECTION:** The Corsica-Stickney School District has purchased 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 computer company 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.

**INSURANCE FOR THEFT, LOSS OR FIRE:** Laptops that are stolen, lost or damaged by fire are not covered by the Accidental Damage Protection outlined above. The option available for these types of losses, that the student/parent must commit to is listed below.

### **School District Protection**

You pay to the school district an annual protection payment for coverage of theft, loss or damage by fire in the amount of \$25.00 per computer. The \$25.00 payment is non-refundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

**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 Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Corsica-Stickney High School 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 or carrying case.
11. I understand that my laptop is subject to inspection at any time without notice and remains the property of the Corsica-Stickney School District.
12. I understand and agree to follow the criteria described in the Laptop Reward System.
13. 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.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to pay for the replacement of my power cords, battery, sleeve, stylus, or laptop in the event any of these items are lost or stolen.
17. I agree to return the District laptop and power cords in good working condition.

Student Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_