

PROJECT *STRIVE*
**STUDENT TECHNOLOGY-RELEVANT, INTELLECTUAL,
VIGOROUS, & ENGAGING**

LAPTOP ACCEPTABLE USE POLICY FOR STUDENTS
GRADES 7 - 12

The Apple laptops and any accessories that have been issued to students are the property of the Sidney Community School District.

The laptop is on loan to the student and must be used in accordance with the following policies & procedures as well as those outlined in the Technology Acceptable Use Policy for Students:

- * The student's parent/guardian must have signed prior to the student receiving a laptop.
- * All previous years' technology assessments and/or charges for damage to the laptop or charger must be paid prior to the student receiving a laptop.
- * Parent/guardians may be given the child's login name and password so that they can supervise the student's use of the computer.
- * Parents, guardians and students should have no expectation of privacy for any use of the laptop computers or district network.
- * The District has the right to randomly inspect any laptop, application, or peripheral device on any or all laptops on a regular basis. This includes but is not limited to browser history, email, media that has been accessed, downloaded or created, documents, pictures, and all files. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them.
- * Each laptop is assigned to an individual student and names should be visible on each laptop. Students should never "swap" or "share" their laptop with another student, friend, or sibling.
- * Keep your login and password private; use by anyone other than yourself creates a security risk to your files and the network. If you forget your password or wish to change it, see the Technology Coordinator.
- * Students must have their laptops and chargers with them at school. Students should bring the laptop to school fully charged.
- * Use of the computer for anything other than teacher directed or approved activity is prohibited during instructional time (8:30 a.m.-3:30 p.m.) This includes but is not limited to internet or computer games and other entertainment activities, email, instant messaging, chat, and use of the internet for anything other than school-related research.
- * Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screen savers, backgrounds, and or pictures are prohibited. District policy will be followed.
- * Installation of file sharing programs (i.e. Limewire) is forbidden. Using iTunes or similar programs to share music is also forbidden. Copyright laws must be followed at all times.
- * Students are not allowed to download or install any software or other materials. District technology staff will perform all approved software installations.
- * Computers are not to be used to make sound recordings without the consent of all persons being recorded. Sound on the laptop computer must be turned off at all times except when being used as part of the class. Use of personal headphones to listen to music is allowed with express permission of the classroom teacher.
- * Computers are not to be used to take pictures without the consent of all persons being photographed. Cameras are to be turned off at all times except when being used as part of a class.
- * Students will not use the laptop for illegal purposes. Students will not deliberately use the laptop to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate local, state, or federal authorities; and appropriate consequences will be followed as outlined in the Technology Acceptable Use Policy for Students and other district policies.
- * Students should be aware of personal safety when online and take appropriate measures to ensure their

safety (see Technology AUP). In an effort to help ensure student safety while online, students in Grades 6, 7, & 8 may have limited access to social networking sites while using the school laptop.

- * Student files will automatically “sync” with the server at login and logoff as well as periodically throughout the day. However, it is the student’s ultimate responsibility to make sure files are “synced” with the server in order to back up files. Music and picture files will not be backed up to the server. These files should be backed up to other sources such as a jump drive or CD. The District will limit the amount of storage space available to each student on the server, so only school-related files should be on the laptop and server and all files should be deleted when they are no longer needed. When you exceed your assigned storage limit, new files will not be saved to the server until older files are removed.
- * The use of the Laptop is a privilege, not a right, and inappropriate use will result in loss of those privileges. Appropriate and responsible use is expected of all users. Violation of any policies or procedures outlined in the Technology Acceptable Use Policy or the Laptop Acceptable Use Policy will be subject to the appropriate disciplinary action as outlined in the AUP’s, in district policy, and at the discretion of the building principal.

GENERAL USE AND CARE OF THE LAPTOP

- * During the school day, students must have the laptop with them or stored in their locked school locker or designated storage cart. Laptops must never be left unattended. Laptops should not be left in classrooms or locker rooms. Unattended laptops will be picked up by faculty and given to the principal or technology coordinator.
- * Students should take their laptop home with them or store it in their locked school locker.
- * It is the responsibility of the students who take their laptops home to bring them to school every day. Failure to do this may result in losing the privilege of taking the laptop home.
- * Never walk with the laptop lid open. This puts stress on the laptop and the screen.
- * When transporting laptops between classes or to and from school, the laptop should always be placed in the carrying case with the case zipped. The laptop should be carried by the handle on the carrying case only—no shoulder straps or other straps may be used.
- * Students should not use their laptop while walking or on the bus or other form of transportation. Laptops should be used on a flat, stable surface. Laptops should not be taken on school sponsored activity trips unless expressly needed for the activity.
- * Laptops should be protected from extreme heat or cold. Laptops should never be left in a vehicle even if it is locked.
- * Laptops should be protected from the weather, water, liquids, and pets. Eating or drinking near the laptops is strictly forbidden. Laptops cannot be used in the Commons during mealtimes.
- * The student is responsible for care of the charger and extender cord. Do not let the cord “dangle” or pull or stretch the cord. Keep pets from chewing on the cords. Cords should be LOOSELY wrapped correctly using the “ears” provided on the charger to prevent damage to the cord when being stored.
- * The LCD screen is the most sensitive part of the laptop. Avoid touching the LCD screen. Heavy objects should never be placed on top of the laptop. This includes books, musical instruments, sports equipment, etc. Laptops should never be placed in a backpack or book bag. The laptop should always be placed in the provided protective laptop case and carried by the handle of the case.
- * Each student’s laptop and carrying case has his/her name displayed. This name should remain in place unaltered and clearly visible. Students who remove all or part of their name will be charged \$10 for a replacement.
- * Students may not deface the laptop or carrying case in any way with stickers, tape, whiteout, markers, pens, engravings or any other items or marks.
- * The laptop should be brought to the technology coordinator for cleaning. Never use sprays of any kind on the laptop.

DAMAGE COSTS

- * All appropriate acceptable use policies must also be signed by students and parents/guardians.
- * Lost or damaged power adapters and/or batteries are not covered. These are the responsibility of the student.
- * Any laptop that sustains accidental damage will be charged to the student for the cost of repair.
- * Any laptop left in an unsecured school locker or classroom, or any other unsecured location, that is stolen or damaged will result in the student being responsible for replacing or repairing the laptop at 100% of the district cost.
- * Any attempt to repair the laptop or intentional damage or malicious mischief to the laptop will result in the student being responsible for replacing or repairing the laptop at 100% of the district cost.
- * All damage fees must be paid by the end of the current school year. Students with unpaid damage fees will not be issued a laptop or charger the following year until all fees are paid.


LAPTOP AUP CONSEQUENCES

- * Students who do not bring their laptops to school consistently or do not bring them charged, may be required to leave the laptop at school so it is available for educational use.
- * Students who have excessive absences will be required to leave the laptop at school so it is available for educational use and may use the laptop when they are present.
- * Students who are habitually neglectful of their laptop may be required to leave the laptop at school and use it only at teacher request.
- * Students in Out-of-School-Suspension (OSS) will have restricted program access during that time.
- * Students in In-School Suspension (ISS) may use the laptop only for required school work and will have restricted program access.
- * Students who have a cracked LCD screen will lose the laptop for five (5) school days. At the end of five (5) school days, the student will be issued a loaner laptop until repairs are completed on the student's laptop.
- * Consequences for not complying with the use and care guidelines will result in the following consequences and a letter will be sent home to parents/guardians. In addition, other district policies may also be enforced and all other appropriate consequences as outlined in the Student Handbook may be applied.
 - 1st Offense: Confiscate 1 school day
 - 2nd Offense: Confiscate 1 school day/5 more school days with restricted programs
 - 3rd Offense: Confiscate 1 school day/20 more school days with restricted programs
 - 4th Offense: Confiscate 1 school day/restricted programs remainder of school year
- * Students who allow another student whose laptop privileges have been revoked or restricted to use his/her laptop will also receive appropriate consequences as outlined above or as stated in the Technology Acceptable Use policy.

Sidney Community Schools
Project *STRIVE* Laptop Agreement
Grades 7 - 12

This Agreement represents an outline of the Laptop Policies & Procedures. By signing this Agreement, students and parents/guardians agree to follow the Policies & Procedures. Students and parents/guardians are encouraged to read and understand these Policies & Procedures prior to signing this Agreement.

<u>Parent Responsibilities</u>	<u>Student Responsibilities</u>
I will discuss with my student the acceptable use policies and make sure he/she understands them and the consequences of not following them.	I agree to abide by the technology use and laptop use Policies & Procedures in the student handbook and abide by all local, state, and federal laws.
I will supervise my student's use of the laptop at home and understand that it should be used only by the student and not other family members.	I agree that my use of District technology is for educational purposes only.
I will discuss my family's values and expectations regarding the use of the Internet and email at home and will supervise my student's use of the Internet and email at home.	I agree that use of District technology is a privilege, and that I am responsible for the proper care of the laptop that is assigned to me, as well as any other District technology equipment I am allowed to use.
I will not attempt to repair the laptop nor will I attempt to clean it with anything other than a soft cloth.	I agree to keep all accounts and passwords assigned to me secure and will not share these with any other students.
I will report to the school any problems with the laptop.	I agree that I will never share personal information over the Internet . In addition, if I am asked for personal information or harassed in any way, I agree to report it immediately to my parents, teacher, and/or staff member.
I will not load or delete any software form the laptop.	I agree that I will not install, download, or otherwise utilize any software that is not authorized by the District Technology Department.
I will make sure my student brings the laptop to school fully charged every day.	I will not remove programs or files from the laptop.
I understand that if my student comes to school without his/her laptop there may be disciplinary actions or my student might lose the privilege of taking the laptop home.	I will honor my family's values when using the laptop.
I understand that damage to the laptop not covered by warranty will result in a \$150 charge per occurrence.	I will treat the laptop with care by not dropping it, leaving it outdoors, subjecting it to extreme heat or cold, leaving it where pets can damage it, or using it with food or drink nearby.
I agree to make sure that the laptop is returned to the school when requested and upon my student's withdrawal from Sidney Community Schools.	I will bring my fully charged laptop to school every day.

	<p>I agree that any computer communication programs should be used only for appropriate, legitimate, and responsible communication. In addition, I will not use the laptop to harass or bully anyone.</p>
	<p>I will not leave my laptop in an unsecured location such as an unlocked locker or car. If I do, I understand repair or replacement is my responsibility.</p>
	<p>I will comply with all copyright laws.</p>
	<p>I will place the laptop in its protective bag and zip the bag when the laptop is not in use and when it is being moved. I will not put my laptop in a book bag or backpack.</p>
	<p>I understand only desktop and document files will sync with the server. Movie, music, and picture files will not be backed up to the server. I understand these files should be backed up to other sources, such as a CD or jump drive.</p>
	<p>I will return the laptop when requested and upon my withdrawal from Sidney Community Schools.</p>

My signature, and that of my parent or guardian, acknowledges receipt of and agreement to abide by the terms of the Student Laptop Acceptable Use Policy and Student Technology Acceptable Use Policy. **Only one student per form.**

Grade Level	Student Signature	Date
Grade Level	Parent Signature	Date