RHS Laptop Policy & Acceptable Use Agreement

1. LAPTOP SPECIFICATIONS

All students are assigned a Dell Chromebook. These laptops run the Chrome operating system, and offer multi-touch capability.

2. RECEIVING YOUR LAPTOP

2.1 Distribution

Laptops will be distributed the first day of school. **Parents & Students must sign and return the Student Pledge Agreement, indicating their agreement to abide by the RHS Laptop Policy & Acceptable Use Agreement, as well as pay all applicable fees, before the laptop can be issued to their child.** Student laptops will be collected at the end of each school year for maintenance and cleaning. The laptops may also be recalled periodically throughout the school year for updates and maintenance.

2.2 Annual Fee/Insurance Premium

Each year parents/guardians will be assessed an annual fee/insurance premium. This fee is similar to a textbook fee, but it will be used to cover the cost of the insurance premium incurred by the district. The standard fee is $50.00/year; however, students who qualify for assistance with the school lunch program will be assessed at a reduced rate. The fee structure is as follows:

Standard Fee for Single Laptop	$50.00
Fee for Each Additional Laptop within the Same Family	$25.00
Students Qualifying for Assistance with School Lunches	$25.00
Fee for Each Additional Laptop for Qualifying Students	$12.00

3. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop which they have been issued by the school. Students will be held responsible for maintaining their individual school computers and keeping them in good working condition. Laptops that are broken or fail to work properly must be taken to the Technical Support Office located in the high school office.

The guidelines for student laptop care and use include by are not limited to:

3.1 General Precautions

- ✓ Keep food and drink away from the computer.
- ✓ Carefully insert all external devices into the ports.
- ✓ Do not transport Laptop with the screen open, unless instructed to do so.
- ✓ Shut down Laptop between use.
- ✓ Laptop must be shut down prior to placement inside carrying case or backpack.
- ✓ Laptop must remain free of any writings, drawings, stickers, or labels that are not the property of the school district.
- ✓ Laptops must never be left in a car or unsupervised area not only to protect against theft, but damage from freezing temperatures or extreme heat.
- ✓ Laptops should never be left outdoors.
- ✓ Students are responsible for charging the laptop battery **every night** for the next school day.
- ✓ Laptops should be kept away from siblings and pets.
- ✓ Laptops should not be left on the floor or in a chair.
- ✓ Do not stack or store items on top of your laptops.
- ✓ Be careful when carrying your laptop. If they are dropped, damage could occur.
- ✓ Use laptops on a flat table surface.
- ✓ Anytime your laptop is not in use, it should be stored in the carrying case, but shut down.
- ✓ Do not close screen with items on the keyboard. (Including things like papers and pencils)

3.2 Carrying Laptops

A protective case must be provided for the laptop, having sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer. The guidelines below should be followed along with common sense:

- ➤ Laptops should always be within a protective case when carried, including between classes.
- ➤ Some carrying cases can hold other objects (such as folder 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.
- ➤ Do not store the laptops with the power cord or external devices still attached. This will damage the ports.
- ➤ Bags containing the laptop should never be "thrown" or "tossed".

A bag will be provided for any student unable to provide their own.

3.3 Screen Care

- ➤ Do not lean on the top of the laptop when it is closed or place items on top of it.
- ➤ Do not store items in the carrying case that will put pressure against the laptop.
- ➤ Do not poke the screen with any type of object.
- ➤ Do not place anything on the keyboard before closing the lid.
- ➤ Clean the screen with a soft, dry cloth or anti-static cloth. **DO NOT USE COMMERICAL GLASS CLEANERS.** Anti-static spray cleaner will be available in the technical support office for students to use as needed.
- ➤ Do not use pen-devices other than the digitizer pen provided with the laptop. This can cause damage to the screen.

4. USING YOUR LAPTOP AT SCHOOL

The laptops are intended for use at school each and every day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules will be accessed using the laptop computers. Students must be responsible for bringing their laptop and charger to all classes everyday.

4.1 Laptops Left at Home

If students leave their laptop at home, they must immediately make arrangements to retrieve the laptop before the school day begins. Repeat violations of this policy will result in disciplinary action.

4.2 Loaner Laptops

If available, loaner laptops may be issued to students if their laptop requires extended repair.

4.3 Charging your Laptop's Battery

Laptops should be brought to school each day in a fully charged condition. Students should charge their laptops each night. Repeat violations of this policy will result in disciplinary action. During the day the laptops should be charged when access is available. Remember students are responsible to have their laptops charged.

4.4 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. External earphones should not be used unless permission is obtained from the teacher.

4.5 Printing

Printing should be done on the school's network printers when possible. The installation of personal printers is discouraged; however, if used the home printer should never be set as the default printer.

4.6 Screen Saver

Students may only use pre-loaded screensavers. No third party or downloaded screensavers are permissible, as many screensavers carry spyware along with them.

4.7 Deleting files

Do not delete any files that you did not create. You may only delete files from your Google Docs folder. Deletion of some files can affect the performance of the laptop and may require resetting the laptop with possible loss of all files stored. Repeat offenses will result in disciplinary action or loss of laptop privileges.

4.8 Music, Games or Programs

Students are responsible for maintaining the integrity of software required for facilitating academic activities. All software must be district provided. Music and games are not allowed to be played on the laptop during school hours without the permission from the teacher. Violent games and computer images containing obscene or pornographic material are strictly prohibited at any time and will result in disciplinary action.

5. MANAGING YOUR FILES AND SAVING YOUR WORK

5.1 Saving Work

Students should save all work to their Google Drive. Students should login fresh each school day to establish proper network connectivity. Students without Internet access at home may download files needed for homework assignments to be used offline while away from school.

5.2 Saving Appropriate Content

The content saved in the Google Drive folder should be specific to education. Material deemed "unnecessary" for education could result in disciplinary action. Files stored in Google Drive or laptop are not private and are subject to viewing and approval by district authorities.

5.3 Saving Other Content

Content unnecessary for education includes, but is not limited to media files such as mp3, wav, wmf, bmp, and jpg. Files saved to the Google Drive which are deemed unnecessary for education by Network Administration could result in disciplinary action for the student.

5.4 Saving Inappropriate Content

Students will be disciplined for saving or viewing any content deemed "inappropriate content" by network and school administration via the schools Acceptable Use Policy. Inappropriate Content includes but is not limited to pornography, offensive content, and other inappropriate material so determined by school administration. Network and school administration will be responsible for determining what is considered to be inappropriate.

6. SOFTWARE ON THE LAPTOP

6.1 Originally Installed Software

The software originally installed on the laptop must remain on them in usable condition and be easily accessible at all times. All laptops are supplied with the Chrome Operating System, with access to Google Documents, the Play Store, and the Chrome Store.

6.2 Additional Software

Students are not allowed to install additional software on their laptops other than what is installed by District. This includes but is not limited to applications such as music downloading utilities, other media downloading utilities, and games. Students can submit an official request for installation of a specific type of software that is productive for an educational environment to the technology support office. All requests will be considered, but will only be installed to computers on a periodic basis when the laptops are re-imaged.

6.3 Inspection

Students may be selected at random and must cooperate immediately and without resistance to a request of inspection. **There is no expectation of privacy**. At no time should a student clean Internet history from the laptop. Doing so may result in disciplinary action.

7. ACCEPTABLE USE POLICY

7.1 General Guidelines

It is the general policy of Riverton USD 404 that computer network services are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of Riverton School District. Users of technology (i.e., computer equipment and network, software, hardware, and any other productivity equipment such as cameras) must acknowledge their understanding of the general policy and guidelines as a condition of use.

➤ Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives of the Riverton School District. Access to media and communication beyond these specific uses will not be supported or allowed.

➤ Students are responsible for their ethical and educational use of the technology resources of the Riverton School District

➤ Access to the Riverton School District technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by district policies. This policy applies to all district technology, including, but not limited to, computers, laptops, printers, scanners, cameras, video equipment and any related items such as software and Internet access.

➤ 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.

➤ Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy. Remote access to another user's computer with or without their consent is considered hacking and is strictly prohibited.

➤ Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrators, teachers, and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise. Provisions are listed below:

1. **<u>Acceptable uses</u>** of technology are activities that support learning and teaching. Users are encouraged to develop activities which meet their individual educational needs and which take advantage of the functions of the available technology.

2. **<u>Unacceptable uses</u>** of technology include, but are not limited to:

   ♦ Violating the rights to privacy, by accessing or using personal information of students or employees of Riverton USD 404, or others outside the school system.

   ♦ Using profanity, obscenity, or other language that may be considered inappropriate for a school environment, or is offensive to another user.

   ♦ Copying materials in violation of copyright law.

   ♦ Plagiarizing, which is the taking of someone else's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to their source.

   ♦ Using district technology for financial gain or for any commercial or illegal activity.

   ♦ Using the computer network under another user's name and password. Likewise, allowing another student to use your username and password is unacceptable.

   ♦ Attempting to degrade or disrupt computer network performance or unauthorized entry to and/or destruction of computer systems and files.

   ♦ Revealing home phone numbers, addresses, or other personal information, i.e., making personal purchases or unauthorized orders using the Riverton USD 404 or Board of Education name.

   ♦ Accessing, authoring, downloading, storing, displaying, or printing files or messages that are sexually explicit, obscene, violent, threatening, or that offends or tends to degrade others. The administration invokes its discretionary rights to determine such suitability.

   ♦ Downloading and installing programs without prior teacher approval.

   ♦ Downloading or copying information onto storage devices without prior teacher approval.

   ♦ Any actions that are performed for the sole purpose of circumventing the Internet filtering system or disabling workstation security.

   ♦ Inappropriate use of personal e-mail during school hours or on school equipment.

3. All students are expected to treat equipment with care and respect.   Any damage purposely caused by misuse or rough treatment will be repaired/replaced at the parent's expense. This

includes equipment used at school or checked out for home use. Accidental damage is covered by the school's insurance policy, however, a $100 deductible will be passed on to the parent.

4. The staff of Riverton USD 404 will be responsible for:

    ♦ Teaching students district policy and procedures for appropriate use of all hardware and software, including the Internet.

    ♦ Supervising and guiding student usage of the Internet.

5. All users of the Riverton USD 404 computer network are responsible for adhering to the Riverton School District Policy and Procedures for Internet Use.

6. The following people are entitled to the use of USD 404 technology:

    ♦ All Riverton USD 404 staff

    ♦ All Riverton USD 404 students, having a signed Acceptable Use Policy on file in the principal's office, and working under the supervision of a staff member and/or parent/guardian.

    ♦ Guests who access our network are bound by the terms of this user policy. Additional access and equipment may be given on a case by case basis.

7. Riverton USD 404 makes no express or implied warranties for the Internet access it provides. Riverton USD 404 cannot completely eliminate access to information that is offensive or illegal and residing on networks outside the school district. The accuracy and quality of information obtained via the Internet cannot be guaranteed. Riverton USD 404 will not guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties. Information sent or received cannot be assured to be private.

7.2 Cyberbullying and Social Networking

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

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs.

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

The administration shall fully investigate all reports of cyberbullying.

7.3 Privacy and Safety

➤ Do not go into any chat rooms other than those set up by your instructors.
➤ 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, or passwords to other people.
➤ Remember that network or cloud storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
➤ If you inadvertently access a web site that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the tech support staff immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

7.4 Legal Propriety

➤ All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
➤ Plagiarism is a violation of the Riverton discipline code. 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.

7.5 E-mail

➤ Students will be required to use the district provided e-mail for academic purposes. **This e-mail is filtered and subject to monitoring.**
➤ Student e-mail addresses should not be used for subscriptions or social networking such as Facebook, Twitter, Instagram, Snapchat, dating sites, etc.
➤ 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.
➤ Email is subject to inspection at any time by school administration.
➤ The guidelines of the Acceptable Use of Technology policy apply.
➤ Access or use of any other e-mail program or account other than the one issued by the school is prohibited. (i.e., Yahoo Mail, MSN Mail, Gmail, etc.)

7.6 Consequences

➤ The student or staff member to whom 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 district will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.

- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use.
- The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Content of e-mail and network communications are governed by Open Records Laws; proper authorities will be given access to their content.

8. PROTECTING & STORING YOUR LAPTOP COMPUTER

8.1 Laptop Identification

Laptops will be labeled in the manner specified by the school. Laptops can be identified by the serial number and individual user account.

8.2 Storing Your Laptop

When students are not monitoring their laptops, they should be secured in their lockers with the lock securely fastened. Nothing should be placed on top of the laptop, when stored in the locker. Students need to take their laptop home with them every night. It should be charged fully each night at the student's home. Laptops should never be stored in a vehicle, especially during extremely hot or cold temperatures.

8.3 Storing Laptops during Extra-Curricular Events

- Students are responsible for the care of their own laptop on extra-curricular trips. It is the responsibility of the student to either designate another to care for their laptop while they cannot at an event or to lock it securely in a locker in a locker room. Laptops should not be left unattended in the commons area or on the activities bus or in the bleachers or locker room at any time.
- Students will be let into the school to retrieve their laptops from designated lockers after such events.
- Students are not permitted to bring their laptops along with them to the following events.
  - Spring sports.
  - Outdoor events.
  - Any other events designated by the Administration.
  - Extra-curricular event which takes place on a Friday or Saturday.

It is recognized that students will have homework to do on some extra-curricular trips. However, the care of the laptops on these trips is solely the responsibility of the individual student. If the student cannot give proper care on these trips, then they should leave the laptop locked in the designated school locker. Sponsors and coaches supervising these events are **not responsible** for the care and safety of a student's laptop.

8.4 Laptops Left in Unsupervised Areas

Under no circumstances should laptops be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision. Unsupervised laptops will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a laptop unsupervised. Students are to lock unattended laptops in designated school lockers.

9. REPAIRING/REPLACING/INSURING YOUR TABLE PC

9.1 Laptop Damage

Any intentional misuse or abuse will be repaired at the expense of the student. <u>If there is a claim or loss, the student and/or parent are responsible for $75 deductible per occurrence</u>. Please report all laptop problems to the technical support office as soon as possible.

9.2 Lost, Stolen, or Lost in Fire

All laptops and accessories which are lost, stolen, or damaged or lost in a fire are **NOT** covered by the school insurance policy and are the responsibility of the student or student's parents involved in the loss of property. A police or fire report must be filed by the student, or student's parents involved in the loss of property. A copy of the report must be brought to the Principal. **The user will not be given another laptop to use until the replacement cost of the device is paid to the school district.** Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and the insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

10. TECHNICAL SUPPORT

The technical support office is located in the High School Office and will be the point of contact for repair on the laptops. Services provided include the following:

- ♦ Hardware maintenance and repairs
- ♦ Password Identification
- ♦ User account support
- ♦ Operating System or software configuration support
- ♦ Application information and support
- ♦ Updates and software installations
- ♦ Requests for future updates and installations
- ♦ Coordination of warranty repairs.
- ♦ Distribution of loaner laptops and power accessories.

You may contact Teresa Falling at 620-848-3388 ext 118 or at tfalling@usd404.org; or Kyle Dannelley at 620-848-3388 ext 124 or at kdannelley@usd404.org with any questions or concerns that you may have.

Riverton USD 404 District
Laptop Care Policy Agreement
Student Pledge Sign Off
2021-22

- ✓ Laptops are never to be left unattended, or in an unsecured or unsupervised location.
- ✓ Individuals are not to loan laptops to any other individual.
- ✓ The location of the laptop should be known at all times by the user.
- ✓ Each evening the laptop battery will be charged to full capacity.
- ✓ The laptop will be kept away from food, drinks and pets.
- ✓ The laptop will not be repaired or dissembled by the individual.
- ✓ At all times when the laptop is not in use and between classes, the laptop will be kept in its carrying case.
- ✓ The laptop will be shutdown prior to placing it in its carrying case or backpack.
- ✓ The laptop will not be altered or vandalized in any way.
- ✓ The laptop is the property of the district and is subject to inspection at any time, with or without notice.
- ✓ The user will be responsible for filing a police report in case of theft, vandalism, and other acts covered by personal insurance.
- ✓ The student is responsible for all damage or loss caused by negligence or abuse.
- ✓ The student is responsible for replacement of the power cord in the event that this item is lost, damaged, or stolen.
- ✓ The student will return the laptop and all issued accessories in the same condition as when they were issued.

Student Name _____ Grade_____

Student Signature_____ Date_____

Parent Signature_____ Date_____

***The complete Technology User Agreement is available at
https://www.usd404.org/cms/lib/KS01001120/Centricity/Domain/14/RHS%20Laptop%20Policy%202021-22.doc.pdf