

# Red Oak Community Schools

## STUDENT/PARENT LAPTOP HANDBOOK

The Red Oak Community School District is pleased to make available a variety of technologies to district students and staff through local and wide area network services. These include, but are not restricted to, laptop computers, software, and wireless internet access. We believe these services will provide exciting learning opportunities and unique resources to our students.

Please read this entire section carefully.

This agreement is made effective upon receipt of laptop, between the Red Oak Community School District (ROCS), the student receiving a laptop ("student"), and his/her parent(s) or legal guardian ("parent"). The student and parent(s), in consideration of being provided with a laptop computer, software, and related materials (the "laptop") for use while a student is at Red Oak Community School District, hereby agree as follows:

### Equipment

**Ownership:** ROCS retains sole right of possession of the laptop and grants permission to the student to use the laptop according to the guidelines set forth in this document. Moreover, Red Oak administrative staff retains the right to collect and/or inspect the laptop at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

**Equipment Provided:** Efforts are made to keep all laptop configurations the same. All laptops include ample RAM and hard-disk space, a protective laptop case, software, and other miscellaneous items. ROCS will retain records of the serial numbers of provided equipment.

**Substitution of Equipment:** In the event the laptop is damaged or inoperable, ROCS has a limited number of spare laptops for use while the laptop is repaired or replaced. The student may NOT opt to keep a broken laptop. However, the district cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. Please note that if the student forgets to bring the laptop or power adapter to school, a substitute will not be provided.

**Responsibility for Electronic Data:** The student is solely responsible for any data stored on the laptop. It is the sole responsibility of the student to backup such data as necessary. Personal data should not be saved using district resources.

**Printers:** Network printers will not be installed on student laptops. Printing stations will be available when needed.

## Damage or Loss of Equipment

**Insurance and deductible:** ROCSD has purchased accidental damage insurance which covers a wide range of perils. This insurance coverage does not cover intentional damages.

**Responsibility for Damage:** The student is responsible for maintaining a 100% working laptop at all times. The student shall use reasonable care to ensure that the laptop is not damaged. Refer to the *Standards for Proper Laptop Care* section for a description of expected care. The first incident in a school year will not result in a fee unless it is not covered by the accidental damage protection. Students will be charged a fee of \$15 for each additional incident that is covered by the accidental damage insurance. In the event of damage not covered by the accidental damage insurance, the student and parent/guardian will be billed a fee according to the following schedule (This is cumulative over the life of the computer):

- First incident – up to \$50
- Second incident – up to \$100
- Third incident – up to full cost of repair or replacement

ROCSD reserves the right to charge the student and parent/guardian the full cost for repair or replacement when damage occurs due to gross negligence as determined by the administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the *Standards for Proper Laptop Care* section for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to others other than one’s parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the *Standards for Proper Laptop Care* section for guidelines of proper use).

**Responsibility for Loss:** In the event the laptop is lost or stolen, the student and parent/guardian may be billed the full cost of replacement of the laptop and accidental damage insurance. In addition to the laptop itself, student and parent/guardian may be billed for lost or damaged carrying cases, shoulder straps, and AC Adapters. Replacement costs for these are as follows:

- Carrying case and shoulder strap - \$30
- Shoulder strap - \$10
- AC adapter - \$60

**Actions Required in the Event of Damage or Loss:** Report the problem immediately to the Director of Technology. If the laptop is stolen or vandalized while not in a ROCSD building or at a Red Oak sponsored event, the parent/guardian shall file a police report.

**Technical Support and Repair:** ROCSD does not guarantee that the laptop will be operable, but will make technical support, maintenance and repair available.

## Legal and Ethical Use Policies

**Monitoring:** ROCSD will monitor laptop use using a variety of methods – including electronic remote access – to assure compliance with ROCSD’s Acceptable Use Policy.

**Legal and Ethical Use:** All aspects of ROCSD Acceptable Use Policy remain in effect, except as mentioned in this section.

**Filesharing and Filesharing Programs:** The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. Filesharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

## Allowable Customizations

- Students *are permitted* to alter or add files to customize the assigned laptop to their own working styles (i.e., background screens, default fonts, and other system enhancements).
- The student *is permitted* to download music to iTunes, but may not download, install, or use any other software without permission from the ROCSD Technology Director. This includes, but is not limited to software added or accessed via USB drives or similar devices.

## STANDARDS FOR PROPER LAPTOP CARE

This document is an important addendum to the *Technology Acceptable Use Police*. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned laptop. Loss or damage resulting in failure to abide by the details below may result in full financial responsibility. Read the electronic manual that comes with the laptop. Following the advice and the standards below will lead to a laptop that will run smoothly and serve as a reliable, useful and enjoyable tool.

### Your Responsibilities:

- Treat this equipment with as much care as if it were your own property. Students will be assigned the same laptop year after year.
- Bring the laptop and AC adapter to school each day. Laptops should be fully charged. (Substitutes will NOT be provided if you forget them.) If students leave their laptops at home, academic consequences similar to those applicable to forgotten or incomplete work may be enforced.
- Keep the laptop either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the laptop stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the laptop in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Laptops left in bags and backpacks, or in unattended classrooms are considered “unattended” and may be confiscated by school

personnel as a protection against theft. Unattended and unlocked equipment, if stolen, even at school, will be your full financial responsibility.

- Avoid use in situations that are conducive to loss or damage. For example, never leave laptops in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the laptop in a car other than in a locked trunk. Avoid leaving the laptop in environments with excessively hot or cold temperatures.
- Do not let anyone use the laptop other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned laptop will be your full responsibility.
- Adhere to ROCSD School's Acceptable Use Policy at all times and in all locations. When in doubt about acceptable use, ask the District Teacher Librarians, Technology Director or building administrators.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

### **How to Handle Problems**

- Promptly report any problems to the Director of Technology.
- Don't force anything (e.g., connections, popped-off keys). Seek help instead.
- When in doubt, ask for help.

### **General Care**

- Do not attempt to remove or change the physical structure of the laptop, including the keys, screen cover or plastic casing. Families may be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the laptop.
- Do not do anything to the laptop that will permanently alter it in any way. (You can apply appropriate stickers so long as they are completely removable.)
- Keep the equipment clean. For example, don't eat or drink while using the laptop.

### **Carrying the Laptop**

- Always completely close the lid and wait for the laptop to enter Sleep mode before moving it, even for short distances. Movement while the laptop is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient – there is little reason to actually shut-down the laptop other than on an airplane or during extended days of inactivity.
- Always store the laptop in the laptop case provided. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the laptop other than the laptop itself as this may damage the screen.
- We require that you carry the laptop inside the school-issued laptop carrying case. Do not carry the laptop in a backpack, duffel bag, etc.
- Do not grab and squeeze the laptop, as this can damage the screen and other components.

### **Screen Care**

The laptop screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.

- Do not touch the laptop screen with anything (e.g., your finger, pen, pencil, etc.) other than approved laptop screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens. Cleaning supplies are available in the media centers.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are likely to crack the screen when the lid is closed.

#### **DVD/CDRW (Optical Drive)—If applicable**

- Never force a disc into the drive.
- Keep discs clean and store them in a cover to prevent dust from entering the laptop.
- Always remove CDs and DVDs when they are not in use.

#### **Battery Life and Charging**

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your laptop charging overnight in a room other than your bedroom.
- Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the laptop when it is not in use, in order to save battery life and protect the screen.

#### **Personal Health and Safety**

- Avoid extended use of the laptop resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose— when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.
- Read the safety warnings included in the user guide.

#### **LAPTOP USE AND CONDUCT POLICY**

The primary goal of ROCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the laptop equipment. The following is a list of rules and guidelines which govern the use of ROCSD laptops and network resources.

*Network Resources* refers to all aspects of ROCSD's owned or leased equipment, including laptops, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of ROCSD's network resources whether this access occurs while on or off campus.

**Students may not use network resources:**

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit.
- to illegally download copyrighted Internet-based music, video and large image files. Students may be allowed to stream music while working on school work only at the teacher's discretion as long as it does not affect network performance for all users. The school will monitor the network for violations.
- to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others - if you need to transfer large files, please contact the Director of Technology to make special arrangements).
- to alter, add or delete any files that affect the configuration of a school laptop other than the laptop assigned for personal use.
- to conduct any commercial business.
- to conduct any illegal activity (this includes adhering to copyright laws).
- to access the data or account of another user (altering files of another user is considered vandalism).
- to install unauthorized software onto ROCSD laptops; to copy ROCSD school software (copying school owned software programs is considered theft).

**In addition, students may not:**

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent).
- give password(s) to anyone.
- post anonymous messages.
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

**Responsibility for Property**

Students are responsible for maintaining a 100 percent working laptop at all times. The student shall use reasonable care to be sure that the laptop is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents/guardians.
- Not using equipment in an unsafe environment.

Students must keep the laptop locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Laptops left in bags or backpacks or in unattended classrooms or busses are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent/guardian signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen – even at school – will be the student's responsibility.

**Discipline**

Any student who violates these rules will be subject to disciplinary action according the Technology Acceptable Use Policy.

**Legal Issues and Jurisdiction**

Because the ROCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of ROCSD's network resources is subject to the rules stated in the *Technology Acceptable Use Policy*. School personnel monitor our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, to remotely access, open, examine and/or delete electronic files that violate the Acceptable Use Policy.

### **Disclaimer**

The ROCSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Red Oak Community School District. While ROCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At ROCSD, we expect students to obey the Acceptable Use Policy when using the Internet. Students found in violation of the policy will be disciplined.

In addition, ROCSD account holders take full responsibility for their access to ROCSD's network resources and the Internet. Specifically, ROCSD makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any device or information received by an account holder.
2. the costs, liability or damages incurred as a result of access to school network resources or the Internet.
3. any consequences of service interruptions.

<b>TECHNOLOGY VIOLATIONS, CONSEQUENCES, AND NOTIFICATIONS</b>		
<b>Offense Description</b>	<b>Disciplinary Action</b>	
<p><b>Level 1</b>  <b>The following list may not be all-inclusive. Other violations may be included.</b></p> <p><b>Internet Violations</b></p> <ul style="list-style-type: none"> <li>· Attempting to bypass filtering and/or security measures</li> <li>· Attempting to surf for inappropriate or non-academic items</li> <li>· Accessing social media and networking that is non-academic</li> <li>· Playing games without prior staff approval</li> </ul> <p><b>Privacy</b></p> <ul style="list-style-type: none"> <li>· Attempting to hide computer activities</li> <li>· Revealing and/or sharing of account information</li> <li>· Improper use of computers to falsify documents or plagiarize</li> </ul> <p><b>Software</b></p> <ul style="list-style-type: none"> <li>· Using school or other e-mail inappropriately</li> </ul> <p><b>Improper Use of Your Laptop (as outlined in the Laptop Handbook)</b></p> <p><b>Downloading Programs</b></p> <p><b>Production and Distribution of inappropriate material</b></p> <p><b>Storing computer in bag other than school issued carrying case</b></p>	<p><b>Minimum Action</b></p> <p>Verbal Reprimand</p>	<p><b>Maximum Action</b></p> <p>Detention</p>
<p><b>Level 2</b></p> <p><b>Internet Violations</b></p> <ul style="list-style-type: none"> <li>· Attempting to change filter settings</li> </ul> <p><b>Privacy</b></p> <ul style="list-style-type: none"> <li>· Attempting to hide, delete, or alter data not belonging to the student</li> <li>· Attempting to access or use someone else's computer account information or profile</li> </ul> <p><b>Software</b></p> <ul style="list-style-type: none"> <li>· Attempting to load programs to subvert function or security</li> </ul>	<p><b>Minimum Action</b></p> <p>Detention</p>	<p><b>Maximum Action</b></p> <p>Loss of Internet Privileges</p>
<p><b>Level 3</b></p> <p><b>Hardware</b></p> <ul style="list-style-type: none"> <li>· Destruction of property</li> <li>· Theft</li> </ul> <p><b>Software</b></p> <ul style="list-style-type: none"> <li>· Knowingly bringing in viruses</li> <li>· Attempting to bypass security measures or access more privileged accounts</li> <li>· Attempting to alter or block the proper operation or performance of the network</li> </ul> <p><b>Cyber Bullying</b></p> <p><b>Illegal Activities</b></p>	<p><b>Minimum Action</b></p> <p>Detention</p>	<p><b>Maximum Action</b></p> <p>Loss of Computer</p> <p>Loss of Internet Privileges</p> <p>Suspension</p> <p>Expulsion</p> <p>Citations</p> <p>Legal Charges</p> <p>Repair Costs</p>



\*Students in violation of district technology acceptable use policies may also be punished according to our district good conduct policy, or other board policies, on a case-by-case basis to be determined by each building principal. Refer to *Student/Parent Laptop Handbook* for repair costs.

*\*Given the nature of technology use and applications, the Technology Code of Conduct provisions are subject to change over the course of the school year. If such changes occur, students and parents will be notified via school publications and web postings.*