

# Skagway High School's One-to-One Laptop Procedures, Rules, and Agreement Form

*Each student will be issued the same computer & power adapter until he/she finishes his/her senior year or leaves Skagway School. Brand new laptops will be issued to students grades 9-12<sup>th</sup> in August of 2011. By agreeing to these rules and procedures, the student will have access to the same computer for the rest of his/her time at Skagway School, and you, as a parent or guardian, are assuming financial responsibility for the laptop and power cord.*

## **I. Receiving the Laptop & Laptop Check-in**

### **1.1 Receiving Your Laptop**

*Parents & students must read, sign, and return this document and the Internet Acceptable Use Policy before a laptop can be assigned to the student.*

- Students will be assigned the same computer until they finish their senior year.
- Every user must respect the security and privacy of others. The student's connection to the Internet will be filtered in accordance with school filter policy and required CIPPA compliance. The laptop is configured to apply the filter independent of connection location (inside or outside of school). Bypassing or attempting to bypass Skagway School's filtering system is prohibited.
- Violations of any provision of this policy may result in but are not limited to: limitation on a user's access to some or all computer systems, restitution for any improper use of service, and disciplinary actions, which may include but are not limited to: student conference, parent contact, conference with parent, revocation of computer access and use, detention, suspension, contact with Law Enforcement Agencies, and criminal charges.

### **1.2 Laptop Checkout and Check-in During the School Day and School Year**

- Laptops may be checked out from the technology room from 8:00a.m. to 8:15a.m. and during break time.
- Laptops must in the technology computer cabinet by 3:55p.m. each school day
- Laptops may be checked out at night and on the weekends with approval from the technology teacher. Laptops must be returned to school at 8:00a.m. the following school day.
- Laptops must be returned to the technology computer cabinet when traveling on student trips or vacations.
- Laptops must be turned in for summer break, winter break, and spring break.

### **1.3 End of the Year Laptop Return**

- Laptops and power cords will be returned during the final checkout on the last day of school. If a student transfers out of the Skagway School District during the school year, the laptop will be returned at that time.

### **1.4 Damaged or Missing Equipment**

- Any damaged or missing equipment/accessories not noted at checkout will be charged to the student. If your laptop is damaged, immediately contact the Skagway Technology Teacher. Each damage claim will be reviewed. If damage is considered the result of abuse or negligence, the user will be charged fees for damages and repairs before a new laptop is issued.
- If a student does not check in the laptop computer or power adaptor at the end of the school year, her/his parents will be billed for the full replacement cost of the equipment.

## **II. Acceptable Use**

Students will be held responsible for maintaining their individual school computers and keeping them in good working order. Laptops are intended for use at school each day. Students must be responsible to bring their laptop to all classes, unless specifically instructed not to do so by their teacher. Students should not let others borrow their laptop or power adapter, as he/she is responsible for them.

### **2.1 General Rules**

- *Students should never carry their laptops while the screen is open.*
- No food or drink is allowed next to your laptop while it is in use.
- Do not let others borrow the laptop or power adapter
- Laptops should be used while they are on a flat, stable surface such as a table or desk.
- When plugging in the power adapter, be sure to plug it into the wall first, then into the laptop.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Laptops should always be protected from the extreme heat and cold as well as the weather.
- If exposed to cold conditions for an extended period of time, let it warm up to room temperature before turning it on.
- The computer and all accessories should be kept clean and free of marks at all times. Applying stickers, writing, drawing, engraving or otherwise defacing the laptop and/or accessories is not allowed.

- Students are responsible for keeping their laptop's battery charged for school each day.
- The laptop should be stored in the technology room's computer cabinet when not in use
- Computers owned by the Skagway School District are for Educational purposes ONLY.

### 2.3 Music, Games and Screensavers

- Downloading music and videos are allowed for academic purposes only.
- Pornographic, obscene or vulgar images as well as inappropriate sounds, music and foul language are prohibited. This includes screen savers, backgrounds and pictures.
- All software must be district provided.
- Students are prohibited from playing games, including Internet-based games unless part of class lesson

### 2.4 Laptops Left in Unsupervised Areas

- Under no circumstances should laptops be left in unsupervised areas. ***Unsupervised areas include lockers, hanging from a locker in a backpack in the hallway, school grounds, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, and hallways.*** Any computer left in these areas is in danger of being stolen. If a laptop is found in an unsupervised area, it will be taken to the technology room and the student may lose computer privileges.

### 2.5 Storing Your Laptop

- When a student is not using his/her laptop, it should be stored in his/her assigned charging slot in the technology room or in a designated area as assigned by the classroom teacher. If the laptop is not stored properly, students may lose computer privileges

### 2.6 Additional Software

- Students are not allowed to load extra software on their laptops.

### 2.7 Inspection

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

### 2.8 Laptop Damage or Theft

- Computers that malfunction, encounter problems, or are damaged must be reported to the technology teacher. The school district will be responsible for repairing computers that fail from a result of normal use. Students will be entirely responsible for the cost of repairs to laptops that are damaged intentionally or through carelessness or negligence such as a cracked screen, broken hinge, or crushed exterior.
- Laptops that are stolen must be reported immediately to the Skagway Technology Teacher and the police department.
- The Superintendent reviews all equipment reported missing or stolen and makes a final determination as to whether the custodian of the property was negligent. If the student is concluded to be negligent for the loss, a replacement fee for the full cost of the equipment will be assessed and collected at the Skagway School Business Office before a replacement laptop will be issued. Lost or stolen equipment will be billed to the student at the current replacement cost.

### 2.9 Cyber bullying

- Cyber bullying 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, images, or web site postings, including blogs.
- 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 cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy.

### 2.10 Infractions of any rules will result in the following consequences:

- Minor Offenses If an infraction of rules occurs, the student may lose the option of taking his/her laptop home. *Examples of minor offenses: Laptop left in unsupervised areas, walking around with laptop open, laptop stored unsafely, or laptop computer not check-in by 3:55p.m. to the technology room.*
- One Major Offense or Three Minor Offenses
- Loss of laptop privileges for a length of time determined by the Superintendent and the Technology Committee. If a computer is needed for a class, an iBook or iMac will be assigned. *Examples of major offenses: Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, or obscene materials, downloading or transmitting game, music, or video files using the school network without teacher's permission, cyber bullying, or damage caused to a computer through carelessness or negligence.*

**We have read and understood the policies. We understand that monitoring and enforcement of these policies and acceptable/safe use including Internet practices of school district property is the students' and parent/guardians' responsibility. We agree that Skagway School shall not be held liable in any way for the actions of those who have been loaned equipment or given access to Skagway School technology.**

**We understand that by signing below we are assuming financial responsibility for the laptop and will provide proper care for the laptop and power cord until the student has finished his/her senior year or has left Skagway School according to the guidelines outlined in this agreement.**

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

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

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

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

**Individual school laptop computers and accessories must be returned to SHS at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at SHS for any other reason must return their individual school laptop computer on the date of termination.**