

Rose Hill High School USD 394 Laptop Policies, Procedures and Helpful Tips

The laptop, carrying case and all other accessories that have been issued to the student are the property of Rose Hill Schools USD 394. These items are on loan to the student and must be used in accordance with the following policies and procedures, the USD 394 Acceptable Use Policy and any applicable laws. Use of this computer as well as access to the computer network, the Internet and e-mail are a privilege and not a right. Violating the letter or spirit of these regulations may cause a student to be denied access to the Rose Hill Schools USD 394 computer systems and/or may result in more serious disciplinary action. These items are provided for educational purposes only and are intended to support the learning objectives of Rose Hill High School and Rose Hill Schools USD 394.

Getting Started

Before a student can be issued a laptop the following items must be completed:

- Review the District Laptop Use Policy Summary
- Review, sign and return the Computer Loan Form Agreement
- Pay the insurance premium fee
- All outstanding computer fees from prior school years must be paid in full

Daily Requirements

Students should bring their computers to school each day.

Students will be allowed to charge their laptops during the school day if additional charging is needed.

Normal school rules should be followed. Do not run, fight, push, shove, etc. around any computer.

General Information

Laptops are fragile and if they are dropped they may break.

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. Always leave space around your power adapter. Do not use this equipment in a location where airflow around the power adapter or computer is confined.

Please use care when handling all cords, especially on the power adapter. Do not use excessive force when winding up the cords. When cords are wound excessively tight over a period of time they can fail and become defective, causing an electrical hazard.

Do not place the laptop on a pillow or other soft material when it is powered on, as the material can block the airflow vents (in particular the rear vents) and cause the computer to overheat.

Student loaded files and programs will not consume hard drive space needed for instructional or educational requirements.

Downloading music and videos is allowed for academic purposes only. The copyright guidelines for the fair use of multimedia suggest a limit of not more 90 seconds of video and 30 seconds of audio shall be downloaded or used unless you have written permission from the publishers.

Students are prohibited from playing Internet-based games during the instructional day, unless the game is directly related to a school assignment or activity.

Files stored within the school computer systems should be limited to those relating to school courses or activities. Games, commercial software or files not for a school project or activity should not be stored on the school computer systems.

Students may have access to only those files that belong to them or which they have permission to use.

The school's Internet connection should only be used for research or gathering information that is directly related to academic assignments or extracurricular projects supervised by USD 394 staff members.

E-mail or any other computer communications should only be used for legitimate and responsible communication between the students and faculty. Rude, abusive, threatening or otherwise inappropriate language is not permitted.

Pornographic, obscene or vulgar images as well as inappropriate sounds, music and foul language are prohibited. This includes screen savers, backgrounds and pictures.

If the computer and/or accessories are damaged or not working properly they must be turned in to the Help Desk staff for repair. Parents/guardians and students are not authorized to attempt any repairs themselves or contact any other individual or business for repair.

Whenever a laptop is submitted for a repair that is covered by the warranty, a loaner laptop will be issued to the student. The student assumes the same responsibility for a loaner as applies to the originally issued computer. Once the warranted repair has been completed, the student will be contacted by the help desk personnel to return the loaner and pick-up their original machine.

Be patient when starting the laptop. At times the login window takes longer than usual to appear due to items running in the background. Shutting the computer down during this process will only cause further delays.

Altering or modifying the original USD 394 pre-set software image is prohibited. Examples include but are not limited to the following:

- Loading software applications not authorized by USD 394
- Changing the computer name
- Removing or changing operating system extensions
- Altering the security software
- Taking apart the computer to access internal parts
- Altering the pre-loaded operating system or application

Security Procedures

Each computer is assigned to an individual student and should never be swapped or shared with another student.

Laptops should be in a student's possession or placed in a designated secure area at all times.

Limited space will be available for student documents to be synchronized to a server. Students need to be aware if a problem arises with the laptop a total reimage of the computer may be required.

Students should not share their password with another student. Passwords need to be kept confidential.

If a student is participating in an activity that is not conducive to using their computer (i.e. field trip or assembly) they are required to leave their laptop in a secure area.

Parents/guardians and students do not have the right or expectation of privacy for any use of the laptop or district network.

Internet access, e-mail and other media that are utilized, created or stored on the computers is the sole property of the school district. USD 394 has the right to review these items for appropriateness, and can limit or revoke a student's access to them at any time, for any reason.

Students should never share personal information regarding themselves or others while using the Internet or e-mail.

If the computer and/or accessories are lost or stolen, parents/guardians and/or students must immediately report the loss or theft to the administration and/or the school resource officer.

Laptops should never be left in a vehicle, even if the vehicle is locked.

Laptops may be checked periodically for unapproved software or files.

General Care

Students are expected to treat their laptop and accessories with care and respect. 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 are not allowed and can result in a loss of privileges.

When transporting the laptop from one location to another the student should always place the computer in the carrying case and ensure it is securely closed. This case can then be placed in a book bag or backpack.

Any small, loose items (such as coins, paper clips or staples) should be removed from the carrying case. This will help prevent items from accidentally getting inside the computer through the optical drive slot or becoming lodged in a port.

Care should be taken when plugging cords into the computer's ports, i.e. charger, Ethernet, USB, FireWire. Never force a connector into a port. If the connector and port don't join with reasonable ease, they probably don't match. Make sure the connector matches the port and that you have positioned the connector correctly in relation to the port. Try to flip the connector over if it appears to be the correct port but isn't connecting.

The laptop power adapter port and upper corners of the lid/display contain a magnet that can erase data on an iPod, credit card or other device. To preserve your data, keep magnetically sensitive items at least 1 inch away from these areas.

Laptops should always be protected from the extreme heat and cold as well as the weather.

Heavy objects should never be placed on a laptop. The weight from items like books, musical instruments, sports equipment, etc., can cause physical damage to the machine. This type of damage is considered abuse and is not covered by the computer's warranty. To repair these damages to the laptop USD 394 must file an insurance claim and the student will be responsible for the cost of the deductible.

Students should never eat or drink while using their laptop, nor should they use their laptop in an environment where food and drink are present. Damage caused by liquid is not covered by the computer's warranty

The computer screen is fragile and should never be touched. Avoid leaving items on the keyboard like pencils or paper clips, which could break the screen upon closure of the lid.

Any inappropriate or careless use of a computer should be reported to an administrator or staff member immediately.

Consequences of Inappropriate Use

The use of any USD 394 technology is a privilege and not a right. Students are expected to use the laptop in accordance with these policies and procedures, the District Acceptable Use Policy and any applicable laws. Failure to use the computer in an appropriate manner will result in any or all of the following consequences as determined by the staff and administration of Rose Hill High School and USD 394:

- Student conference
- Parent conference
- Cancellation of student use and/or access privileges
- School disciplinary actions
- Civil or criminal liability under applicable laws

Insurance Policy

Rose Hill Schools USD 394 purchases insurance to provide coverage for the laptops in the 1:1 Initiative. The \$60 fee paid by each student is for the insurance premium and in no way effects or applies to the \$100 deductible for each claim filed. Items covered under the insurance policy include:

- Theft
- Burglary/Robbery
- Accidental Damage
- Power Surge
- Fire
- Vandalism
- Natural Disaster

This insurance policy will not cover intentional damage or vandalism of a laptop and/or loaner laptop when it is caused directly by the malicious behavior of the student to whom the laptop was issued. Additional fees may be incurred to cover the cost of these repairs.

Stolen laptops should be reported immediately to an administrator, the school resource officer or district personnel. There is a timeline for filing claims of this type so it is extremely important to inform USD 394 as soon as possible.

Students will not be issued a loaner laptop or receive the original machine back from repair until all fees have been paid in full. This policy also applies to chargers, charger cords and laptop carrying cases.