

# Policies and Procedures for 1:1 Laptop Program

McClusky Public Schools

The 1:1 Laptop Program has been designed to enhance the delivery and individualization of instruction for the students using 21<sup>st</sup> Century Skills. Effective teaching and learning with laptops integrates technology into the curriculum and allows students the opportunity for "high levels of learning for all".

## 1. Receiving and Returning the Laptop

### 1.1 Receiving the Laptop

- Laptops will be distributed by the technology coordinator during "Laptop Orientation". Parents and students must sign and return copies of the following documents before receiving their laptop:
  - Laptop Policy and Procedure Form
  - McClusky School District Acceptable Use Policy (AUP)

### 1.2 Laptop Return

- Student laptops and accessories will be returned during the final week of school so they can be checked for serviceability.
- If a student leaves the McClusky Public School District during the year they must return their laptop on the date of withdrawal.

### 1.3 Check-in Fines

- If the laptop and accessories are returned with any damage, the student/parent will be responsible for any damage consistent with the District Protection Plan as listed in Section 7.
- Failure to return the laptop will result in a theft report being filed with the Sheridan County Sheriff's Office. The student/parent may be subject to criminal prosecution or civil liability.

## 2. Taking Care of the Laptop

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly need to fill out Laptop Claim reports and file them with the technology coordinator.

### 2.1 General Precautions

- The laptop is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type. Keep the equipment clean. For example, don't eat or drink while using the computer.
- Cords and cables must be inserted carefully into the laptop to prevent damage.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of McClusky Public School.
- Do NOT attempt to remove or change the physical structure of the laptop. Examples include removing the keys, interfering with the charging port, careless use of the headphone port, and damage to the cover or plastic casing.
- Laptops must never be left in an unlocked car or any unsupervised area. If a laptop is found in an unsupervised area, it will be taken to the office and disciplinary consequences may apply.
- Do NOT leave the laptop in a place that is experiencing extreme hot or cold conditions (i.e. a car in the summer or winter).
- Students are responsible for keeping their laptop battery charged for school each day.
- Student devices will be labeled in the manner specified by the school. Devices can be identified by serial number and correlated ID tag. Students will have the same laptop for the life of the laptop.

### 2.2 Carrying Laptop

- Do not walk from one location to another with an open laptop. This is applicable at school and at home.

- The user is responsible for providing a protective case for transporting the computer.
- Do not overstuff the case used to transport the laptop; extreme pressure on the laptop can cause permanent damage to the screen and other components. No books or heavy items should be placed on your laptop.

### 3. Using the Laptop at School

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars, and schedules may be accessed using the laptop. Students must be responsible to bring their laptop to all classes unless specifically instructed not to do so by their teacher. The laptop is the property of McClusky Public School.

#### 3.1 Laptops Left at Home

- If students leave their laptop at home, they are responsible for getting the course work completed as if they had their laptop present. It is not the teacher's responsibility to make modifications to the lesson due to a student's lack of responsibility. If a student repeatedly leaves their laptop at home, they will be subject to appropriate disciplinary action.

#### 3.2 Laptops Undergoing Repair

- A replacement laptop will be issued to students when their deductible has been paid. There may be a delay in getting a laptop should the school not have enough to replace.

#### 3.3 Charging the Laptop's Battery

- Laptops should be charged to full capacity each day before they are brought to school. Repeat violations will result in appropriate disciplinary action being taken. Charging of the laptop is the student's responsibility.
- Ensure your laptop has air circulation while charging.
- In cases where use of laptop has caused batteries to become discharged, students *may* be able to connect their devices to a power outlet in class.

#### 3.4 Screensavers/Background Photos

- Students will have the ability to customize their laptop (screen background). Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
- Screen lock passcodes are not to be used.

#### 3.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher.
- Appropriate music is allowed on the laptop. Ear buds/headphones may be used in the classroom based upon individual teacher approval.
- No games/movies are allowed during study hall hours. Unauthorized game playing or inappropriate use will result in disciplinary action.

#### 3.6 Home Internet Access/Printing

- Students are allowed to set up additional wireless networks on their laptops. This will be necessary to use web-based services outside of the school setting. Printing at home will require a wireless printer, proper settings on the laptop, an e-print compatible printer and possibly an additional app or software on your home computer/printer.

## 4. Managing Files & Saving Work

### 4.1 Saving Work

- Students may save work to the laptop on a limited basis.
- Specific projects may be uploaded to a variety of places as specified by teachers.
- Any data on the laptops will not be backed up.
  - **Laptop malfunctions are not an acceptable excuse for not submitting work.**

## **4.2 Network Connectivity**

- McClusky Public School makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

## **5. Software on Laptops**

### **5.1 Software/Apps**

- The software, apps and operating system originally installed by McClusky Public School must remain on the laptop in usable condition and be easily accessible at all times.
- From time to time the school may add software applications and operating system upgrades.
- McClusky Public School will synchronize the laptops to update school-provided apps.

### **5.2 Additional Software**

- Due to the nature of virus possibilities on laptops, students are not allowed to download and install programs onto the laptop. The technology coordinator will install all laptop software. Misuse of software/apps or inappropriate software/apps will result in disciplinary action.

### **5.3 Inspection**

- Periodic checks of laptops will be made to ensure that students have not removed required apps or installed inappropriate material.
- Students will be selected at random to provide their laptop for inspection. Laptop use and contents will be monitored remotely.

### **5.4 Procedure for Re-loading Software**

- If there is a malfunction or other problem with the laptop, it will be restored from backup to its original state.
- The school does not accept responsibility for the loss of any software or documents deleted due to a reformatting.

### **5.5 Software/operating system upgrades**

- Upgraded versions of licensed software/apps and the operating system are available from time to time. Students may be required to check their laptops for periodic updates and syncing.

## **6. Acceptable Use**

The use of McClusky Public School's technology resources is a privilege, not a right.

- If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The McClusky Public School's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions. When applicable, law enforcement agencies may be involved.

### **6.1 Parent/Guardian Responsibilities**

- Talk to your children about values and standards that they should follow on the use of the internet, just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Technology devices using the school's network will be filtered; however, devices logged on to different networks are not.
- McClusky Public School will also be able to restrict the content of the legally purchased content that can be put on the laptop.

### **6.2 School Responsibilities are to:**

- Provide internet and email access to its students.
- Provide internet filtering at school.
- Provide network data storage. (These will be treated similar to school lockers. McClusky Public School reserves the right to review, monitor, and restrict information stored on or transmitted via McClusky Public School-owned equipment and to investigate inappropriate use of resources.)

- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- Provide user accounts for free information storage in cloud-based applications.
- Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

### **6.3 Student Responsibilities include:**

- Using laptops in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that applies to laptop/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Helping McClusky Public School protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account.
- Securing their laptop after they are done working to protect their work and information.
- Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

### **6.4 Student Activities Strictly Prohibited**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Inappropriately utilizing photos, video, and/or audio recordings of any person.
- Changing laptop settings in an effort to circumvent the filtering system.
- Downloading inappropriate apps. Unacceptable apps include, but are not limited to: Netflix, Facebook, Twitter, LinkedIn, Pandora, Spotify, and YouTube.
- Spamming or sending inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Vandalism to your laptop or another student's laptop.
- Using the laptop to engage in cheating or plagiarism.
- Recording staff or students without their consent or knowledge, this includes:
  - Webcams
  - Laptops
  - Cameras
  - Cell phones
  - Or any other digital devices

### **6.5 Laptop Care**

- Students will be responsible for maintaining their individual laptops and keeping them in good working order.
- Laptop batteries must be fully charged and ready for school each day.
- Laptops that malfunction or are damaged must be reported to the technology coordinator.
- Laptops that are stolen must be reported immediately to the office and the appropriate law enforcement agency must be contacted.

### **6.6 Legal Propriety**

- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unaware, ask a teacher or parent.
- Plagiarism is a violation of the McClusky Public School handbook. Give credit to all sources used, whether quoted or summarized.
- Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

## 6.7 Student Discipline

- If a student violates any part of the above policy, board policy, or McClusky Public School handbook policy, he/she may be subject to the following disciplinary steps:
  - Student will check-in/check-out their laptop from the office daily.
  - Student will be required to attend a laptop refresher class.
  - Loss of individual laptop and be issued a generic loaner laptop.
  - Loss of laptop while being required to complete coursework.
  - Disciplinary/legal action as deemed appropriate.

## 7. School District Protection Plan

### 7.1 Filing a Claim

- All protection plan claims for accidental damage, maintenance, lost or stolen laptops must be reported to the technology coordinator by filling out a Laptop Claim Form.
- Examples of damage include, but are not limited to, cracked screens, broken or lost cases, broken or lost keyboards, stripped or lost cords.

<b>Claim</b>	<b>Costs</b>
Lost laptop	Full cost of replacement
Stolen laptop	Full cost of replacement
Damaged and/or non-operable laptop	\$50.00 deductible
Willful destruction of laptop	Full cost of replacement
Chargers	Replace charger

## 8. School Rights

- McClusky Public School's network, facilities, and/or mobile devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of McClusky Public School. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.
- The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all McClusky Public School technology. This includes, but is not limited to, email, documents, pictures, music, or other components associated with all McClusky Public School technology.
- McClusky Public School reserves the right to define inappropriate use of technology which can be found in the McClusky Public School Technology Acceptable Use Policy ACDA.



**McClusky Public School**

**Laptop Report Claim**

**2019-20**

Students with a damaged/lost or stolen laptop should complete this form and turn it in to the Tech Coordinator.

**Student Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Laptop Serial Number:** \_\_\_\_\_

**Laptop ID Number:** \_\_\_\_\_

- Lost**
- Stolen**
- Damaged/non-working**

**If lost or stolen, has a report been filed with the Sheridan County Sheriff's Department?**

- Yes - date** \_\_\_\_\_
- No**

**If damaged/non-working, describe problem:**

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**Is laptop still in workable condition?**

- Yes**, student may keep using the laptop for classes and to back-up his/her work from the laptop until payment is determined and received.
- No**, the laptop will be collected and student will be notified of payment. When payment is received a replacement laptop will be issued.

**Form Received By:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**Claim category from policy payment table:** \_\_\_\_\_

**Determined Cost:** \_\_\_\_\_

**Payment Due Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Tech Coordinator Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Payment Received By:* \_\_\_\_\_

*Date Payment Received:* \_\_\_\_\_

*Cash:* \_\_\_\_\_ *Check:* \_\_\_\_\_ (*#:* \_\_\_\_\_)

*Total Amount Received:* \_\_\_\_\_





# McClusky Public School Laptop

## Policy and Procedures Agreement

2019-20

Please fill out the information below:

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

I, \_\_\_\_\_, agree that my student and I have read and will comply with all policies and procedures within the "1:1 Laptop Policies and Procedures" document.

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Student Name (Please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

For Office Use Only:

\_\_\_\_\_  
Form Received By

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Date Laptop Returned

\_\_\_\_\_  
Condition