Belle Plaine High School

1:1 Laptop Policy and Information

2014 - 2015

The intent of a district supplied laptop initiative is to provide a common laptop for all students to utilize for the enhancement of teaching and learning in Belle Plaine High School. Providing a common laptop for students will allow students to have and teacher to rely on students having a technology laptop more hours of the day. Over time students will be afforded changes in instructional practices and the opportunity to develop their academic skills in ways that are unprecedented. The intent is to enhance the learning opportunities across the curriculum and allow students to have more opportunities to learn away from the classroom setting by having the information pipeline at their fingertips. These policies and procedures include expectations, responsibilities and direction of student use of the district supplied laptop as a tool to enhance teaching and learning.

A district supplied laptop is defined as any laptop purchased by the district and loaned to a student for academic use. District supplied laptops do not become the property of the student at any time and remain district property at all times.

It is the student's responsibility to care for the equipment and ensure it is maintained in a safe environment. A $65.00 technology fee is assessed to cover the cost of the insurance premium and will not reduce any fee associated with an insurance deductible. This insurance covers the laptop if it is stolen or accidentally damaged. The insurance company will not cover theft from any unattended vehicle unless the following conditions are met: (a) the loss is a direct result of violent and forceful entry or which there is visible evidence; and (b) the vehicle doors, windows and compartments and its ignition were securely closed and locked. If an insurance claim is filed on a laptop, the student and/or parent are responsible for a $100 deductible, per incident. Whenever a computer is lost, stolen or vandalized, parents/guardians/students must immediately file a report with the high school administration and the police department located where the incident occurred.

1. Receiving a District Supplied Laptop & Check-In

Receiving a District Supplied Laptop

Students enrolled in and attending Belle Plaine High School will receive a laptop in accordance with checkout procedures outlined. In general, laptop checkout will occur at the beginning of the school year. Laptops may be checked out at alternate times as becomes necessary.

Returning a District Supplied Laptop

Students that checked-out a laptop will be required to check that same laptop in at the end of the school year or when they will no longer be attending Belle Plaine High School.

Failure to Check-in Consequences

If a student fails to return the district supplied laptop at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student/parent will also pay the replacement cost of the district supplied laptop. Failure to return the district supplied laptop will result in a theft report being filed with local law enforcement. In cases where a student has agreed to the use of the district supplied laptop only during the school day, failure to check-in the district supplied laptop at the end of each day could constitute theft and a report being filed with local law enforcement.

2. Taking Care of the Laptop

Students are responsible for the general care of the laptop that has been issued by the school. Laptops that are broken or fail to work properly must be taken to the high school office for an evaluation of the equipment.

General Precautions

The laptop is school property and all users will follow this policy and the Belle Plaine Schools acceptable use policy for technology.

- Only use a clean, soft cloth to clean the screen. The only approved cleaner of any kind is Isopropyl Alcohol and it should never be sprayed directly onto the laptop.
- Cords and cables must be inserted and removed carefully to prevent damage.
- Cases supplied by the district must be used and may not be substituted for a personally owned case.
- Laptops and cases that are property of Belle Plaine Schools must remain free of writing, drawing, stickers, or labels.
- Laptops must never be left in an unsupervised area unless adequately secured so as to prevent theft or damage.
- Students are responsible to ensure their laptop is adequately charged for each school day.
- Students must keep their laptop in the district provided protective case at all times.

Carrying laptops

The cases provided have capabilities to protect the laptop from normal treatment and provide a suitable means for carrying the laptop. Laptops must always be carried in the carrying case. The carrying case is to be used only for carrying your BPHS laptop.

Screen Care

The laptop screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on or striking the screen.

- Do not lean on the laptop.
- Do not place anything near the laptop that could put pressure on the laptop's screen.
- Do not place anything in the carrying case that will press against the laptop's screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of chemicals will damage the screen.
- Do not bump the laptop against lockers, walls, car doors, floors, etc. as it may crack or break the screen.

3. Using Your Laptop at School

Laptops are intended for use at school each day. In addition to teacher expectations for use, school messages, announcements, calendars and schedules may be accessed using the laptop. Students should bring the laptop to all classes unless specifically instructed not to do so by the teacher.

Laptops Left at Home

If the laptop is left at home the student is responsible for getting the course work completed as if they had their laptop present. If a student repeatedly leaves the laptop at home the privilege to take the laptop home may be suspended for a period of time. If a student fails to bring the laptop to school for 3 consecutive days (with the exception of excused absences) they will be in danger of no longer being able to take the laptop home.

Laptops Undergoing Repair

Loaner laptops MAY be issued to students whose laptop is being repaired. The issuance of a loaner laptop depends on principal recommendation as well as availability of a loaner laptop.

Charging the Laptop

Laptops must be brought to school each day in a fully charged condition. Repeated violations may result in students losing the privilege to take the laptop home for a period of time. In cases where the use of the laptop has caused the battery to become discharged, the student may be able to connect the laptop to a power outlet in class as designated by the teacher.

Sound, Music, Games and Media

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Appropriate music is allowed on the laptop and can be used at the discretion of the teacher. Ear buds/headphones should be used in the classroom based upon individual teacher approval. During passing periods, students may not use ear buds/headphones.

The use of Internet games, personal music/video streaming and video chat during the school day is not allowed. All apps not provided by the district and placed on a laptop must fall within the terms of use for the content provider as well as district policy.

Printing at School

Printing will be facilitated by classroom teachers. Personal printing will not be available or supported at school.

Home Internet Access/Printing

Students are allowed to attach to home wireless networks using the district supplied laptop. Printing at home is the sole responsibility of the student/parent and is not supported by the district.

Personal Software and Apps

Students may be allowed to install acceptable apps, pictures, video, music, etc. on district supplied laptops under the following conditions:

- Doing so does not violate district policy.
- Use of personal apps must be in compliance with all district policies and be for educational purposes.

Belle Plaine Schools will take reasonable measure to provide configuration settings that will not allow inappropriate content to be installed on laptops while at school. *While the district provides content filtering on its network, content filtering is not installed on the laptops themselves.* Parents are encouraged to monitor their student's usage of the laptop. A wide variety of in-home content filtering options are available commercially.

Laptop storage is finite. Each student is responsible for maintaining enough open storage on the laptop to complete school work. Priority will always be given to district purchased and/or required media over student and/or personal media. Students are responsible for making sure backups of critical data are kept. The district does not backup data on district supplied laptops.

Laptops and Extra Curricular Activities

Coaches/sponsors for individual activities may limit whether or not laptops are allowed on buses or at particular events.

4. Managing Files and Saving Work

Saving to the Laptop

Students may save work to their laptop. It is recommended that students make full use of cloud storage provided by the district. Student data stored on the laptop is not backed up and is not preserved when the laptop is imaged. If a student runs out of storage space, personal items will need to be deleted first. It is the student's responsibility to ensure that work is not lost or late.

iTunes Accounts

Each student/parent will need to have a personal iTunes account. The iTunes account will be the conduit through which apps are downloaded to the laptop. Many students already have a personal account set-up. If you do not, it is something that is relatively easy to do. FYI, You can set up an account without adding credit card information (we would recommend this option). iTunes cards are the simplest way to add money to your account.

5. Software/Apps on Laptops

Originally Installed Software/Apps

The apps and operating system installed by Belle Plaine Schools must remain on the laptop in usable condition and be easily accessible at all times. From time to time, the school may add additional software/apps and operating system upgrades. Periodic checks of laptops will be made to ensure that students have not removed required apps, installed inappropriate material, altered the operating system, or accessed inappropriate Internet sites. Students are not to remove any district installed software/apps, profiles, restrictions, or tamper in any manner with the laptop profiles. Students are not permitted to share passwords with any other students. Failure to adhere to these rules may result in suspension of the use of the laptop and/or other disciplinary actions.

Inspection

Students will provide their assigned laptop for inspection at any time when requested to do so by school administration. Laptop use and contents may also be monitored remotely and infractions will be reported to building administration when found.

Procedure for Reloading (imaging) Laptops

If technical difficulties occur the laptop will be restored to its originally deployed condition. Students should not anticipate the restoration of materials added to the laptop after deployment. Students should maintain adequate backups of their own using cloud based storage provided by the district.

6. Acceptable Use

The use of Belle Plaine Schools' technology resources is a privilege not a right. The privilege of using the technology resources provided by the district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in Belle Plaine Schools. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. 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 appropriate disciplinary action shall be applied. The student handbook and acceptable use stipulations shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved. ***Any and all repairs to district owned laptops are restricted to district authorized technicians.***

Parent/Guardian Responsibilities

Parents are asked to talk to students about values and the standards that students should follow on the use of the Internet.

Student laptop 24/7 access opt out is a parent consideration. In order to do so a parent/guardian must submit a letter to the school principal stating the reason why. The student will still be responsible for meeting all course requirements. The student will be required to check in the laptop during lunch and at the end of each school day.

The student will have access to their laptop during the school year 24/7. Parents are strongly encouraged to establish rules for laptop use outside of the school day. Belle Plaine Schools will restrict, within reason, legally purchased content that can be installed on the laptop.

School District Responsibilities

The school district will provide:

- Internet access to students on USD 357 campus.
- Access through the Internet to a student's district email account.
- On-campus Internet content filtering that is CIPA compliant.
- Belle Plaine Schools reserves the right to review, monitor, and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use.
- Staff guidance to aid students in research and help ensure student compliance of the Acceptable Use Policy.

Student Responsibilities

Students will:

- Use only their assigned computer.
- Use laptops in a responsible and ethical manner.
- Use a lock screen. This will be kept in on file in the HS office.
- Obey school rules and district policy concerning behavior and communication that apply to laptop use.
- Use all technology resources in an appropriate manner so as not to damage school equipment. This damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, missed-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Belle Plaine Schools' Internet system is at your own risk. Belle Plaine Schools specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services.
- Help Belle Plaine Schools protect its laptops by contacting an administrator, teacher or other school official about any security problems they may encounter.
- Monitor all activity on their accounts.
- Secure their laptop after they have worked to protect their work and information.
- Report any email/messaging/social media containing inappropriate or abusive language to questionable subject matter.
- Return their laptop to the designated location at the end of each school year or on the date when attendance is terminated for any reason.

Student Activities Which are Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board of Education policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports, and other forms of student work.
- Spamming - sending mass or inappropriate emails.
- Gaining access to another student's accounts, files, and/or data.
- Use of the district's Internet access or email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications.
- Students are not allowed to give out personal information, for any reason, using the district's Internet connection.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism of school equipment.
- Any malicious attempt to harm, destroy or gain access to hardware, software, data, or including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.

- Bypassing the district's Web content filter, firewall, or other traffic management systems.
- Uninstalling or altering apps and operating systems installed by Belle Plaine Schools.
- Students may not install or utilize any software other than software owned and installed by USD 357.

Laptop Care

Students will be held responsible for maintaining their individual laptops and keeping the laptops in good working order. Students may be held responsible for damages to their laptops.

- No labels should be placed on the laptop or laptop case (other than the student identification label).
- Laptop cases furnished by the district must be used. Cases must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- Laptops that malfunction or are damaged must be reported to the school office or other designated location immediately. The district will be responsible for repairing or replacing laptops that malfunction. District vandalism policies will apply.
- Laptops that are stolen or lost must be reported immediately to an administrator and local law enforcement.
- Laptop batteries must be fully charged and ready for school each day.

Legal Propriety

- The student will comply with trademark and copyright laws and all license agreements. Ignorance of the law does not provide immunity. If unsure, ask a school official or parent.
- Plagiarism is not tolerated. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet.
- Violation of applicable state or federal law could result in criminal prosecution and/or disciplinary action by the district.

7. Protecting and Storing the Laptop

Laptop Identification

Student laptops will be identified in a manner specified by the school. Laptops can also be identified based on serial numbers.

Storing the laptop

When not in use, the laptop should be stored in a secured setting so as to prevent damage and/or theft. Nothing should be stacked or placed on top of the laptop. Students are encouraged to take the laptop home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a vehicle at school or at home. If a secure place is needed students may check in a laptop at school.

Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas can include general school grounds and campus, commons areas, lunchroom areas, locker rooms, media centers, unlocked classrooms, dressing rooms and/or hallways. Any location off school property that the student is not in direct contact of the laptop outside of their home should be considered an unsupervised area. Any laptop left in these areas is in danger of being stolen or damaged. If a laptop is found, it will be taken to the office. A student may face disciplinary for leaving laptops unsupervised. Repeated infractions on the part of the student will limit the students' use of the laptop.

8. Repairing or Replacing a Laptop

Warranty Repairs

Warranty repairs will be completed at no cost to the student/parent. ***Any and all repairs to district owned laptops is restricted to district authorized technicians.***

Technology Support

Technology support for district supplied laptops will be available during normal hours of operation when school is in session. Students having problems with their laptop are to bring it to the high school office or library. After hours support will not be available. *Any and all repairs to district owned laptops are restricted to district authorized technicians.* ***At no time should students attempt repairs or take their laptop to a repair shop, ie. Ribbit Computers or Best Buy.***

9. School Rights

- Belle Plaine School's network, facilities, and/or technology laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of Belle Plaine Schools. 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 student's laptop and/or network privileges.
- The administration and/or their designee(s) have the right to inspect any laptop, application, peripheral laptop or other district technology resource. This includes, but is not limited to email, documents, pictures, music, or other components associated with Belle Plaine Schools' technology.
- Belle Plaine Schools reserves the right to define the inappropriate use of technology.

Belle Plaine High School

Laptop Loan Agreement Form

Student Pledge for Laptop Use

1. I will take proper care of my laptop.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will bring my laptop fully charged to school every day.
5. I will keep food and liquids away from my laptop since they may cause damage
6. I will only allow district personnel to work on or fix my laptop.
7. I will keep my laptop passcode private and secure by not sharing it.
8. I will protect my laptop by keeping it in the protective case.
9. I will use my laptop in ways that are appropriate and educational in nature.
10. I will keep my laptop free of decorations and keep the serial/school ID number as it was issued.
11. I understand that my laptop is subject to inspection at any time without notice
12. I understand that my laptop remains the property of Belle Plaine Schools.
13. I will follow the policies outlined in the handbook, the Acceptable Use Policy and all BOE policies while at school as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts and report to the administration.
15. I agree to return the laptop and all accessories in good working condition.
16. I will honor others' privacy by not taking photos, video, and/or audio recording except as part of a teacher approved assignment.
17. I will not alter the operating systems or profiles on the laptop.

I agree to the stipulations set forth in the above documents, including this policy, the student handbook, the Acceptable Use Policy and all USD 357 policies.

Student Name (Please Print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print):_____

Parent/Guardian Name (Please Print): _____ Date: _____

Individual school laptops, cover and accessories must be returned at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school supplied laptop in proper working condition upon termination.

Must be on file in the Belle Plaine High School Office by August 8, 2014