

*Prairie Hills Schools
Laptop
Policies, Procedures
&
Student Information
Grades 6 - 12
2023-2024*

1. RECEIVING YOUR LAPTOP & LAPTOP CHECK-IN

1.1 Receiving Your Laptop

Laptops will be distributed at the beginning of each school year. Parents must sign the acceptable use agreement and students must sign and return the Student Pledge documents before the Laptop can be issued. In order for this endeavor to be successful, it will take a joint effort among the students, staff and parents to ensure the success of this program. Students will be charged a \$40 technology fee at enrollment time. This revenue will be used to cover eventual replacement cost and other miscellaneous expenditures related to supporting the 1 to 1 device initiative.

1.2 Laptop Check-in

Laptops will be returned to USD #113 during the final week of school so they can be checked for serviceability. If a student transfers out of the Prairie Hills School District during the school year, the laptop will be returned at the time of checkout.

1.3 Check-in Fines

- 1.3.1* Individual school laptops and accessories must be returned to the school of attendance at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Prairie Hills Schools District for any other reason must return their individual school laptop on the date of termination.
- 1.3.2* If a student fails to return the laptop at the end of the school year or upon termination of enrollment at Prairie Hills School District, that student will be subject to criminal prosecution through a theft report being filed with the local Police Department.
- 1.3.3* Furthermore, the student will be responsible for any damage to the laptop and must return the laptop and accessories to the building principal in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the laptop.

2. Laptop Care

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 must be reported to the building principal.

2.1 General Precautions

- 2.1.1* The laptop is school property and all users will follow this policy and the Prairie Hills School District's acceptable use policy for technology.
- 2.1.2* Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- 2.1.3* Cords and cables must be inserted carefully into the laptop to prevent damage.
- 2.1.4* Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Prairie Hills School District.
- 2.1.5* Laptops must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- 2.1.6* Students are responsible for keeping their laptop battery charged for school each day.

2.2 Carrying Laptops

A protective case/cover for the laptop is required to help protect the laptop and provide a suitable means for carrying the device throughout the day. Laptops should always be within the protective case when carried, including between classes. The school will purchase a case for the laptop and should be used at all times and no other case may be used.

2.3 Screen Care

- 2.3.1* Laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- 2.3.2* Do not put unnecessary pressure on the top of the laptop.
- 2.3.3* Do not place anything near the laptop that could put pressure on the screen.
- 2.3.5* Clean the screen with a soft, dry cloth or anti-static cloth.
- 2.3.6* Do not "bump" the laptop against lockers, walls, car doors, floors, etc.

3. Using Your 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 should bring their laptop to all classes, unless specifically instructed not to do so by their teacher.

3.1 Laptops Left at Home

If a student leaves their laptops at home, they are responsible for getting the course work completed as they had their laptop.

3.2 Laptop Undergoing Repair

Loaner laptops may be issued to a student whose device is being repaired.

3.3 Charging Your Laptop's Battery

Laptops will be charged to full capacity each day before they are brought to school.

3.4 Home Screen photos

All photos, including optional Home Screen photos will be school appropriate.

3.5. Sound

3.5.2 Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

3.6 Printing

Limited printing services will be available with the laptop. Students should talk to their teachers about the need to print and printer availability. Students will be given information and instruction on printing with the laptop at school.

3.7 Home Internet Access

Students are allowed to connect to additional wireless networks on their laptops. This will be necessary to use web based services outside of the school setting.

4. Saving to the laptop

Students should save work to their “H” drive. Data saved to the laptop will NOT be backed up in the event a laptop has to be re-imaged or restored to factory settings. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Laptop malfunctions are not an acceptable excuse for not submitting work.

5. Software

5.1 Originally Installed Software

The programs and operating system originally installed by USD No. 113 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 and updates. Periodic checks of laptops may be made to ensure that students have not removed required software or installed inappropriate material.

5.2 Inspection and Monitoring

Students may be selected at random to provide their devices for inspection. Laptop use and contents will also be monitored remotely. USD 113 will provide web filtering for laptops both on the school grounds and when the laptop is outside of its network. Changing the settings to the laptop to bypass this filter will be considered a violation of the student code of conduct and will be subject to disciplinary action.

5.3 Procedure for re-loading software

If technical difficulties occur, the laptop will be re-imaged. The school does not accept responsibility for the loss of any documents deleted due to the necessity of re-imaging.

5.4 Technology Support

Technology support for laptops will be available during the normal business day at the school of attendance between the hours of 8:00 and 3:20. After hour support will be available by appointment only. For support, students will be expected to submit a ticket request via email to support@usd113.org providing their name, explaining the issue, and stating their building of attendance.

6. ACCEPTABLE USE

The use of the Prairie Hills School District’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Prairie Hills School 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 the Prairie Hills School District. 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 Prairie Hills School District’s Student Code of Conduct 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. **There is to be no expectation of privacy for data, documents, or history records on laptops.**

6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow when using the Internet just as you do on the use of all media information sources such as television, telephones, movies, and social media. *Students will have access to their device 24/7. Obviously, parents will need to establish ground rules for laptop use outside of the school day. Devices will have internet filtering on them at all times.

6.2 School Responsibilities are to:

6.2.1 Provide internet and e-mail access to its students.

6.2.2 Provide internet filtering.

6.2.3 Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.2.4 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

6.3 Students are responsible for:

6.3.1 Using laptops in a responsible and ethical manner.

6.3.2 Obeying general school rules concerning behavior and communication that applies to computer use.

6.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.

6.3.4 Helping Prairie Hills School District protect our computer system/devices by contacting an administrator about any security problems they may encounter.

6.3.5 Monitoring all activity on their device.

6.3.6 Securing their laptop after they are done working to protect their work and information.

6.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language (bullying) or if the subject matter is questionable.

6.3.8 Returning their laptop to the school of attendance at the end of each school year. Individual school laptops and accessories must be returned to the school of attendance at the end of each school year. Students who withdraw, graduate early, are expelled, or have terminated enrollment at Prairie Hills School District for any other reason must return their individual school laptops on the date of termination.

6.4 Student Activities Strictly Prohibited:

- 6.4.1 Illegal installation or transmission of copyrighted materials.
- 6.4.2 Any action that violates existing Board policy or public law.
- 6.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 6.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 6.4.5 Changing laptop settings in an effort to circumvent the filtering system.
- 6.4.7 Spamming-Sending inappropriate emails.
- 6.4.9 Vandalism to your laptop or another student's laptop.

6.5 Laptop Care:

- 6.5.1 Students will be held responsible for maintaining their individual laptops, and keeping them in good working order.
- 6.5.2 laptop batteries must be fully charged and ready for school each day.
- 6.5.3 Laptops that malfunction or are damaged must be reported to the building principal. The school district will be responsible for repairing laptops that malfunction and/or repairs covered under warranty. **Laptops that have been damaged from student misuse or neglect will be repaired with the first \$50 of repair cost being the responsibility of the student. Whether or not a laptop was in the protective carrying case (if appropriate for the situation) will be the first consideration when ascertaining misuse or neglect.**
- 6.5.4 Students will be responsible for the entire cost of repairs to laptops that are damaged intentionally, stolen, or lost.
- 6.5.5 Laptops that are stolen must be reported immediately to the attendance center's office, so that it can be reported to local law enforcement.

6.6 Legal Propriety:

- 6.6.1 Students will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- 6.6.2 Plagiarism is a violation of the Prairie Hills School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- 6.6.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action.

6.7 Student Discipline:

If a student violates any part of the above policy, board policy, or school handbook policy, he/she may be subject to the following disciplinary steps:

- 6.7.1 Student(s) will check-in/checkout their laptop from the office daily, losing the privilege to take them home.
- 6.7.2 Required to attend a laptop policy refresher class.
- 6.7.3 Loss of individual laptop.
- 6.7.4 Disciplinary/Legal action as deemed appropriate.

7. PROTECTING & STORING YOUR LAPTOP COMPUTER

7.1 Laptop Identification:

Student laptops will be labeled with a sticker on the bottom that should be left on. If stickers come off or are illegible, students will let the office know so that a new sticker may be installed. Protective/carrying cases will have a plastic ID tag. These are to be left on to help identify the student responsible for the devices.

7.2 Storing Your Laptop:

When students are not using their laptops, they should be stored in their locked locker. Nothing should be placed on top of the laptop. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle because extreme temperatures may have a negative impact on the operational performance.

7.3 Laptops Left in Unsupervised Areas:

Under no circumstances should laptops be left in unsupervised areas. Unless otherwise instructed by building administration, unsupervised areas include the school grounds and campus, commons area, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any laptop 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 office.

8. REPAIRING OR REPLACING LAPTOPS

The Prairie Hills School District recognizes that with the implementation of the laptop initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place.

8.1 Damaged Devices and Lost Accessories

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. Students will be charged a \$40 technology deposit at enrollment time. Students will be responsible for the first \$50 of damage in the event the device is damaged from misuse or neglect. Students found to have intentionally damaged devices are responsible for the replacement cost for a new device. Students who have lost protective cases, or charging accessories are responsible for the replacement cost.

8.3 Intentional Damage

Students/Parents will be held responsible for ALL (full payment) intentional damage to laptops. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers and carrying cases will be charged the actual replacement cost.

8.4 Warranty Repairs

Warranty repairs will be completed at no cost to the student.

8.5 Vandalism and Theft

In cases of theft, vandalism and other criminal acts, a police report MUST be filed by the district or building principal with the full cooperation of the student.

9. DISTRICT RIGHTS:

- 9.1** USD 113’s network, facilities, and/or mobile device are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD No. 113. 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.
- 9.2** The administration and/or their designee(s) have the right to inspect any mobile device, application, or peripheral device associated with any or all USD 113 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 113 technology.
- 9.3** Prairie Hills Schools reserves the right to define inappropriate use of technology.

Student Pledge for Laptop Use

- 1. I will take good 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 know where my laptop is at all times.
- 5. I will charge my laptop battery as needed to be prepared for class.
- 6. I will keep food and beverages away from my laptop since they may cause damage to the device.
- 7. I will not disassemble any part of my laptop or attempt any repairs.
- 8. I will protect my laptop by keeping it in a protective case when not in use.
- 9. I will use my laptop in ways that are appropriate, meet Prairie Hills School’s expectations, and are educational in nature.
- 10. I will not place decorations (such as stickers, markers, etc.) on the laptop or its case. I will not deface the serial number.
- 11. I understand that my laptop is subject to inspection at any time without notice and remains the property of the Prairie Hills School District.
- 12. I will follow the policies outlined in the *Laptop Policies, Procedures and Student Information* and the *Appropriate use of Technology* documents while at school, as well as outside the school day.
- 13. I will be responsible for all damage or loss caused by neglect or abuse of my laptop and all accessories issued to me.
- 14. I agree to return the laptop, and accessories including chargers and cases in good working condition.
- 15. I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.
- 16. I understand that communication created using school issued email addresses will be filtered and agree to use it appropriately.

I agree to the stipulations set forth in the above documents including:

- **Laptop Policy, Procedures, and Information**
- **Acceptable Use Policy**
- **Student Pledge for laptop Use**

Student Name (Please Print): _____ Grade _____

Student Signature: _____ Date: _____

****Note:** Parents/guardians will be allowed to sign this document digitally during the school enrollment process.
Students who graduate early, withdraw, are suspended/expelled, or have terminated enrollment at Prairie Hills USD 113 for any other reason must return their individual school laptop on the date of termination or be subject to prosecution for theft.