

Laptops for Students Program

Technology Use Agreement Handbook



Expanding Learning to the 21st Century and Beyond

Table of Contents

Laptop Policy & Procedures Handbook	3
<i>Objectives</i>	3
<i>Laptop Specifications</i>	3
<i>Receiving Your Laptop</i>	3
<i>Using Your Laptop at School</i>	4
<i>Using Your Laptop at Home</i>	5
<i>Care of Your Laptop & Accessories</i>	5
<i>Suspension of Laptop Use</i>	6
<i>Suggested Links</i>	7
Acceptable Use Policy	8
Laptop Loan Agreement	9
<i>Parent Responsibilities and Terms</i>	10
<i>Student Responsibilities and Terms</i>	10
<i>Laptop Loan Agreement</i>	11
Media Release (Please check ONE of the following)	12

Laptop Policy & Procedures Handbook

Objectives

The goals of the project are increased student achievement through the improvement of 21st century skill sets of our students and staff. Areas of emphasis will include:

- Creativity and innovation
- Communication and collaboration
- Research and information fluency
- Critical thinking, problem solving, and decision making
- Digital citizenship
- Technological operations and concepts

Laptop Specifications

- MacBook Air by Apple, Inc.
 - MacBook Air
 - 8 GB RAM, 128 GB Flash Memory
- MagSafe Power Adapter and Power Adapter Extension Cable
- Protective Case and Accessories Pouch

Receiving Your Laptop

Students and their parents will be required to complete the following steps before laptops will be issued.

- Attend an orientation meeting prior to the beginning of the school year or meet with the building principal to discuss acceptable use.
- Students wishing to use the computer off of school property will be required to pay a \$30 insurance and usage fee. More details may be found within the "Laptop Loan Agreement".
- Completion of the:
 - Laptop Responsibilities Agreement Form
 - Acceptable Use Policy Form
 - Insurance Form

Using Your Laptop at School

Laptops are intended for use at school each day. Students are responsible for bringing their charged laptop to all classes. Only charge your laptop with the provided charger.

Privacy and Internet

E-mail is provided to each student for educational purposes only. The only email account that students are allowed to access while using a school-issued laptop is one which has been assigned by Heartland Community Schools. Please note that emails sent on school-issued devices are not private and may be reviewed at any time and without notice.

The following rules will apply when using an email account:

- Always use appropriate language.
- Do not transmit language/material that is profane, sexual, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam. Students should maintain high integrity with regard to email content.
- Use of “chat rooms” or conferencing applications may not be utilized during class without permission.

Managing Your Files

While at school, each student will have access to a storage account on the school’s file server. This folder is not available from outside of our building network. The Macbook Air computers and the space dedicated on the server for each student is quite limited. Students will not be able to store libraries of music or photos on their laptops nor on the server due to this space limitation. Even with these restrictions, assignments, research papers, and general word processing types of documents do not require large file sizes allowing for plenty of space for saving these types of documents. Additional storage on the server may be granted for assignments with permission from the administration.

Software

The software originally installed by Heartland Community Schools must remain on the laptop in usable condition and be easily accessible at all times.

Screen Savers & Backgrounds

Only school appropriate backgrounds and screen savers may be used on the laptops.

Sounds

- Students must have personal earbuds/headphones to listen to audio.
- Sound must be muted unless permission is granted by the teacher for instructional purposes.

Personal Devices

- No personal devices, such as laptops, tablets, smart watches or smart phones will be allowed on our secure student network.
- The HCS Public network will be available for personal devices.

Printing

As the student will have access to the electronic version of a document at all times, the need to print will be greatly reduced. It is recommended that students analyze the need for a printed copy of any material prior to printing. Teachers may distribute homework and allow submission via an electronic “drop box” to eliminate the shuffling of printed copies. Printing at school will be regulated.

Using Your Laptop at Home

Laptops may be taken home each day, provided that:

- No money is owed on lunch accounts, fees, or fines
- The usage and insurance fee has been paid
- Agreement forms have been signed
- Proper use of the computer has been maintained by the student

Students are responsible for their laptop at all times. Sharing with family members is allowed provided they follow HCS policy and procedures. You are responsible for any loss or damage that occurs when someone else is using your assigned laptop.

While the student will not have access to his/her files that are stored on the school server, the laptop will continue to be filtered for content.

Care of Your Laptop & Accessories

Laptops are provided to further enhance academic achievement. Students will use the laptops responsibly, safely, and respectfully. Students are responsible for the general care of the laptop and accessories they have been issued by the school.

General Precautions

- Keep all liquids away from the laptop. Never eat or drink while using the laptop.
- Laptop should not be placed on or under soft items, such as blankets, pillows, or sofa cushions. This may cause the laptop to overheat and result in damage to the machine.
- Cords and cables must be inserted carefully into the device to prevent damage. Loosely wrap charging cords so that undue stress is not placed on the end that connects to the charger.
- Laptop and case must remain free of any writing, drawing, stickers or labels that are not the property of HCS. If a student wishes to use a case of their own, the case must first be approved by the HCS Technology Coordinator.
- Laptop must never be left unsupervised.

Screen Care

- To avoid damaging the screen, only the power supply and power cord should accompany the laptop inside the sleeve.
- Never close the laptop with anything on the keyboard, such as pencils or notebooks.

- Avoid touching the laptop screen. If you need your screen cleaned please use a clean, soft cloth. No cleansers of any kind.

Protecting and Storing Your Laptop

- Laptop must always be transported within the school issued protective sleeve.
- Protect the laptop from extreme heat and cold.
- Laptop should never be left in a car.
- If the laptop has been in extreme cold or hot temperatures, let it come up to room temperature before operating it.
- When laptop is not in use, please store it in a secure location.
- Heavy objects should never be placed or stacked on top of the laptop. This includes books, musical instruments, etc.

Laptop Repair & Assessed Fees

- If a computer is damaged or malfunctioning, it must be reported immediately so repair can be made.
- Under no circumstances should anyone else attempt repairs on laptops. All laptop repairs must be provided by Heartland Community Schools.
- If a laptop is lost or stolen, it must be reported immediately to the school and appropriate law enforcement authorities.
- A “loaner” laptop may be issued to a student when they leave their laptop for repair. The student will be expected to return the loaner laptop at the end of the school day.
- Each summer, all laptops will be inspected for damage that would cause them to be inoperable or for major physical damage that would be noticeable to someone looking at the laptops from a distance. Damage will be assessed according to the following schedule:
- A \$100 maximum deductible for the first incident of damage may be assessed. If there are additional incidents of damage, the full cost of repair and the loss of privilege of removing device from school property may be required of the student. In the case of theft or accidental breakage in the course of normal, educational use, the administration of Heartland Community Schools may elect to waive the charges.

Suspension of Laptop Use

The use of any District technology is a privilege and not a right. Students are expected to use their computer in accordance with the district's 1:1 laptop policy and procedures, and any applicable laws. Failure to use this computer in an appropriate manner will result in the following consequences as determined by the administration of Heartland Community School.

The following actions are NOT permitted on school issued laptops:

- Attempting to bypass or bypassing the Internet filter.
- Accessing or attempting to access social media sites and computer games without specific permission from a teaching or administrative staff member.

- Physically altering or disassembling a computer in any way.
- Accessing or attempting to access inappropriate material on the Internet.
- Giving your username and password to another student to use
(Remember - you are responsible for whatever they do with your account!)

Any of these violations could lead to any or a combination of the following:

- Removal of take home privileges.
- Permanent removal of school technology privileges.
- Financial payment for damages.
- Other consequences deemed necessary.
- Criminal charges being filed against the student.

Suggested Links

<http://www.apple.com>

This is the laptop's manufacturer's main website. There are hundreds of pages of resources including the two below:

<http://www.apple.com/macbookair/> - specific about the Macbook Air itself

<http://www.apple.com/osx/what-is/> - specific about the Mac operating system

<http://www.digizen.org>

The Digizen website provides information for educators, parents, carers, and young people. It is used to strengthen their awareness and understanding of what digital citizenship is and encourages users of technology to be and become responsible DIGItal citiZENS. It shares specific advice and resources on issues such as social networking and cyber-bullying and how these relate to and affect their own and other people's online experiences and behaviors.

<http://www.common sense media.org/advice-for-parents>

This site has pages of information for parents and students on many topics, including internet safety, cyber-bullying and digital citizenship. Look to the menu on the left side of the first page for topics.

Acceptable Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Staff/Students must:

- ☒ Respect and protect the privacy of others.
- ☒ Use only assigned accounts.
- ☒ Not view, use, or copy passwords, data, or networks to which they are not authorized.
- ☒ Not distribute private information about others or themselves.
- ☒ Respect and protect the integrity, availability, and security of all electronic resources.
- ☒ Observe all network security practices, as posted.
- ☒ Use personal mobile devices on the HCS Public network only.
- ☒ Not log in (authenticate) to the private network unless using district owned/authorized devices or services.
- ☒ Report security risks or violations to a teacher or network administrator.
- ☒ Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- ☒ Respect and protect the intellectual property of others.
- ☒ Not infringe copyrights (no making illegal copies of music, games, or movies!).
- ☒ Not plagiarize.
- ☒ Respect and practice the principles of community.
- ☒ Communicate only in ways that are kind and respectful.
- ☒ Report threatening or discomfoting materials to a teacher.
- ☒ Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- ☒ Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- ☒ Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- ☒ Not send spam, chain letters, or other mass unsolicited mailings.
- ☒ Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
- ☒ Not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.

Staff/Students may, if in accord with the policy above:

- ☒ Design and post web pages and other material from school resources.
- ☒ Responsibly use social networking and internet communication resources with a teacher's permission and within the guidelines stated above.

Social Networking:

Social networking sites and resources (Facebook, YouTube, Twitter, etc) can be useful tools in the school environment and may be utilized in the classroom only with teacher or administrator permission. In such cases, certain guidelines should be followed:

- ☒ Follow the handbook etiquette guidelines and the school's code of conduct when posting online. What is inappropriate in the classroom is inappropriate online.
- ☒ Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy the words of others without proper attribution.
- ☒ If you encounter inappropriate material, feel threatened or harassed, or find material that violates the school's code of conduct, notify a teacher or administrator immediately.
- ☒ All student online activity making use of school equipment or websites must be in compliance with the district's Acceptable Use Policy.

Consequences for Violation:

- ☒ Violations of these rules may result in disciplinary action, including the loss of privileges to use the school's information technology resources.

Supervision and Monitoring:

- ☒ School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. Administrators may further define such rules. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Laptop Loan Agreement

Your child has been loaned a MacAir laptop and carrying case to improve and personalize his/her education this year. It is essential that the Heartland Community Schools Acceptable Use Policy be followed to ensure the safe, efficient and ethical operation of the district's device.

In order for your child to use the laptop in class and to take it home, you must be willing to accept the following responsibilities and terms. In addition there is a \$30 annual insurance fee, payable to Heartland Community Schools, which applies to cases of theft or accidental breakage in the course of normal, educational use. This fee is required before your child will be allowed to take the device home. Until the fee is paid in full, the student may use the device only while at school. All lunch accounts, fees, and fines must be paid in full in order for your child to remove the laptop from school property.

In cases of negligence (loss or abuse) by the student, a \$100 maximum deductible for the first incident of damage may be assessed. If there are additional incidents of damage, the full cost of repair and the loss of privilege of removing device from school property may be required of the student. Examples of negligence include, but are not limited to: drinks or foods spilled on computer, rough housing or horseplay with devices, or not carrying laptop in protective case.

Parent Responsibilities and Terms

As a parent, I will:

- ☒ read the Acceptable Use Policy and discuss it with my child.
- ☒ supervise my child's use of the laptop at home.
- ☒ make sure my child charges the laptop nightly and begins the school day with a fully charged battery.
- ☒ make sure my child brings the laptop to school each day and keeps it locked in their locker when not using it for a class.
- ☒ discuss appropriate use of the Internet and supervise my child's use of the Internet.
- ☒ not attempt to repair the laptop.
- ☒ report any problems or damage to the laptop to a school administrator.
- ☒ report loss/theft of the laptop to school and proper authorities (police) within 24 hours.
- ☒ not change or attempt to change the configuration of software or hardware.
- ☒ not remove any apps or certificates on the laptop except for personal apps of my child.
- ☒ insure that my child only uses accounts assigned by the school.
- ☒ not alter or remove the school device management certificates at any time.
- ☒ agree to allow the school administration and faculty to inspect and examine the device, apps and content at any time.
- ☒ agree to make sure that the laptop is returned to the school when requested and upon my son's/daughter's withdrawal from Heartland Community Schools.

Student Responsibilities and Terms

As a student, I will:

- ☒ read the Acceptable Use Policy and discuss it with my parent/guardian.
- ☒ adhere to the terms of the Heartland Community Schools Acceptable Use Policy and District guidelines each time the laptop is used, at home or at school.
- ☒ recharge the laptop nightly and begin the school day with a fully charged battery.
- ☒ bring the laptop to school each day and keep it locked in my locker when not using it for a class.
- ☒ keep the laptop in its assigned protective case at all times when not being used.

- ☒ make the laptop available for inspection by an administrator or other staff member upon request.
- ☒ use appropriate language in all communications.
- ☒ abide by copyright laws.
- ☒ not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- ☒ not give out personal information, such as name, address, photo, or other identifying information online.
- ☒ report loss/theft of laptop to parents, school and proper authorities (police) within 24 hours.
- ☒ not use the laptop to record (audio or visual) others without their permission.
- ☒ not change or attempt to change the configuration or settings of management certificates.
- ☒ not attempt to repair, alter or make additions to the laptop.
- ☒ report all problems and damage immediately to the administrator or technology staff.
- ☒ not remove or attempt to remove identification tags on the laptop or deface with stickers, marking pens, etc.

Laptop Loan Agreement

- ☒ One MacBook Air, MagSafe Power Adapter and Power Adapter Extension Cable and protective case and accessory pouch are being loaned to Borrower and are in good working order.
- ☒ It is Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.
- ☒ This equipment is, and at all times remains, the property of Heartland Community Schools of Henderson, Nebraska, and is herewith loaned to the student for educational purposes only for the academic school year.
- ☒ Student may not deface or destroy this property in any way.
- ☒ Inappropriate use of the machine may result in the student losing his/her right to use this device.
- ☒ The equipment will be returned to the school when requested by Heartland Community Schools, or sooner, if the student withdraws from Heartland Community Schools prior to the end of the school year.
- ☒ Nebraska statutes 79-737 and 79-2,127 allow the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property.
- ☒ Borrower acknowledges and agrees that Borrower's use of the district property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges responsibility to protect and safeguard the district property and to return the same in good condition and repair upon request by Heartland Community Schools.

Signature Page

I have read and agree to abide by the Heartland Community Schools Acceptable Use Policy for use of the Internet with the school issued device.

Student Signature_____Date_____

Parent Signature_____Date_____

I agree to follow the Heartland Community Schools' responsibilities and rules at all times while using the school issued device in accordance with the Acceptable Use Policy and Laptop Loan Agreement.

Student Signature_____Date_____

Parent Signature_____Date_____

Media Release (Please check ONE of the following)

☐ Students and teachers at Heartland Community Schools may be videotaping and taking photographs of many of the activities throughout the school year. Your child's image may be used in promotional videos or presentations to outside groups, school web pages, and/or various media outlets and newspapers. By signing below, you agree to allow your child to be in photographs and/or videos used by Heartland Community Schools.

☐ I do not give consent for Heartland Community Schools to use photographs of my child in promotional videos, presentations, school web pages, and/or other media outlets.

Parent Signature_____Date_____