

Clark School District Student Laptop Handbook

2013 - 2014



INTRODUCTION

All 9th -12th grade students will be issued laptop computers for use as part of their educational curriculum. It is the Clark School District's belief that the laptop computers will help students develop skills that are critical in our 21st century work world. These 21st century skills include:

- Critical and creative thinking
- Problem solving skills
- Information and computer skills
- Interpersonal and self-direction skills
- Technology literacy

Laptops will allow students to direct their own learning and have a greater reliance on active learning strategies. Students will be able to transfer knowledge across disciplines. The increased access to technology will enhance instruction and provide more achievement opportunities for our students.

Laptops will be distributed each fall during a mandatory "Laptop Orientation." The laptop will be assigned to a student. The serial number of the unit, etc. will be recorded and students and parents will sign for the equipment. Parents and students must sign and return the Laptop Computer Protection plan and Student Pledge documents before the laptop can be issued to their child. The Laptop Computer Protection plan outlines three options for families to protect the laptop investment for the school district.

Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at CHS. Only school issued computers will be allowed in our one-to-one program.

With the issuance of the laptop comes the need to establish rules, policies, and regulations that will govern the use of the equipment. These guidelines are provided so that students and parents are aware of the responsibilities students accept when they use district-owned technology. Additional policies may be required of the teachers and administration beyond those included in this handbook.

Terms of the Laptop Loan

Terms: A signed copy of the Laptop Computer Protection Agreement and Student Pledge must be on file before taking possession of the laptop.

Acceptable Use: You will comply at all times with the Clark School District Acceptable Use Policy, and the Student Pledge form which you and your parents have signed. Any failure to comply will be dealt with on a case by case basis.

Liability: If the property is not returned, is damaged, lost or stolen, you are responsible for the reasonable cost of repair or the replacement value on the date of the loss. In the case of theft, a police report must be filed.

Inspection:

Students may be selected at random to provide their laptop for inspection to verify condition and compliance with district policy.

Repossession:

Access to the Clark School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy and Student Pledge. If you do not fully comply with all terms of these agreements, the District has the right to repossess the property at any time.

General Laptop Guidelines

Precautions

- No food or drink is allowed next to your laptop.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Do not hold your laptop by the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.

Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic or suggestive materials, inappropriate language, alcohol, drugs, and gang-related symbols will result in disciplinary action.
- Passwords on screensavers are not to be used.

Sound

- Sound will be muted at all times unless permission is obtained from the instructor and is for instructional purposes.

Deleting Files

- Do not delete any files that you did not create. Deletion of certain files can affect your laptops performance.

Music, Games, or Programs

- Music, programs, and games are not allowed on the laptop during class time without permission from the instructor/supervisor.
- All software must be district provided.

There will be a \$10 Re-Imaging Fee assessed to correct problems associated with the above guidelines when deemed necessary.

Laptop Rules and Regulations

Student Responsibilities

- Students are responsible at all times for their laptops, whether at home or school. Do NOT leave it lying around!
- Students must be responsible to bring their laptop to every class unless instructed not to by the teacher. At the beginning of class, have your laptop ready to use. The class will not be expected to wait for you.
- Never leave your computer unsecured or unsupervised in a car, etc.
- Students may only log in under their assigned username. Students may not share their password with other students.
- All laptop accessories are to be carried in the laptop bags **at all times**.
- Students may **not load or download any software** on the laptop without prior approval.
- Students are responsible for charging and maintaining battery units in their laptop daily.
- Laptops come with a standardized image already loaded. This image may not be altered or changed in any way.
- All students have access to a network drive on which to store data. This will be the My Documents of your computer and will be available at home or school. This will be backed up and synchronize as you log on and off the network. **It is the responsibility of the student to make sure critical files are backed up regularly to a flash drive.** Computer malfunctions are not an acceptable excuse for not submitting work.
- All use of the Internet must comply with district guidelines. Log files are maintained on each laptop with a detailed history of all sites accessed.
- These files will be reviewed periodically.
- Do not leave the power cord plugged into the laptop while in the laptop bag. This will cause damage to the laptop.

Parental Responsibility

- Parents will be responsible for reviewing the Acceptable Use Policy and Student Pledge for Laptop Use with their child.
- Parents are asked to monitor their student's activities on the Internet on a regular basis.
- Parents are responsible for overseeing their child's use of the Internet while at home.
- Parents concerned with their child's internet activity should contact the administration.

REPAIRING or REPLACING YOUR LAPTOP COMPUTER and ACCESSORIES

The laptop is covered with a Warranty and Accidental Damage Protection Plan. Please report all laptop problems to the Technology Help Desk.

Warranty

This coverage is purchased by the Clark School District as part of the purchase price of the equipment. This warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

Accidental Damage Protection

The Clark School District has purchased coverage to protect the laptops against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. The company will assess the laptop damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. All costs for repairs not covered by the ADP will be the sole responsibility of the student. The laptop will not be returned until all fees are paid in full.

FREQUENT or REPEATED DAMAGE REPAIRS will result in suspended or limited computer privileges.

Loan of Computers and Laptops

Clark School District is committed to the importance of a student being able to continue with his/her work when a laptop is experiencing problems.

To assist with this:

Network Student Drives

All students have a password protected H: drive that is a network drive setup from their login. Students can save important work on this network drive. This will allow them to access this material from anywhere.

CD Burner Drives

The laptops are not equipped with a CD/DVD Burner Drive. Students may check out a portable CD/DVD burner for educational purposes.

Loaner Laptops

If a laptop is in need of warranty repair, a loaner laptop may be issued when available.

Laptop Security

Each of the laptops has a security program installed on it. We have tried to strike a balance between usability of the equipment, and appropriate security to prevent the units from being damaged or used to cause damage to the Clark School District system. Three primary forms

of security exist:

1. Desktop Security - Security is in place on the desktop to prevent certain activities. These include downloading or installing software in the laptops, removing software, changing system settings, etc.
2. Filtering Software - Clark School District maintains an Internet filtering software package on-site. This program automatically filters all student access to the Internet. In addition, there is a second software filter package installed on each laptop unit. This filter will run when the students are home, and will insure safe access to the Internet. Files that show when and where students have accessed Internet sites are available within this filter package.
3. Virus Protection- The laptop has anti-virus protection software. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server and e-mail server are also installed with virus protection software and hardware.

District Acceptable Use Guidelines

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use district-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-Rom's, digitized information, and Internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

Expectations

- A. All users are expected to follow existing copyright laws.
- B. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, or threatening.
- C. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
- D. Student records will be maintained confidential through password protection. Students feeling that their records are at risk may contact network administrators for interventions.

E-Mail

Students will be issued a school affiliated e-mail account which may be used for educational or administrative purposes.

- Students should maintain high integrity with regard to email content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- No private chatting or instant messaging during class.
- E-mail transmissions, stored data, transmitted data, or any other use of the on-line services by students, employees or other users shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- All e-mail and all contents are property of the District.
- Your e-mail account can be viewed/disabled at any time by administration.

Unacceptable conduct includes, but is not limited to the following:

- A. Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.

- B. Using the network for financial or commercial gain, advertising, or political lobbying.
- C. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- D. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- E. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- F. Intentionally wasting finite resources, i.e., printing, storage.
- G. Gaining unauthorized access anywhere on the network.
- H. Revealing the home address or phone number of one's self or another person.
- I. Invading the privacy of other individuals.
- J. Using another user's account, password, or allowing another user to access your account or password.
- K. Coaching, helping, observing or joining any unauthorized activity on the network.
- L. Forwarding/distributing E-mail messages without permission from the author.
- M. Posting anonymous messages or unlawful information on the system.
- N. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- O. Falsifying permission, authorization or identification documents.
- P. Obtain copies of, or modify files, data or passwords belonging to other users on the network.
- Q. Knowingly placing a computer virus on a computer or network.

Acceptable Use Policy

Purpose

The Clark School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Clark School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Clark School District.

Definition - Technology Resources

The Clark School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations

The use of the Clark School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the CLARK 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 Clark 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 the appropriate disciplinary action shall be applied. The Clark School District's Uniform Code of Behavior shall be applied to student infractions.

User Terms and Conditions

The use of Clark School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Clark School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.
3. Prohibited technology activities include, but are not limited to, the following:

Computer Violations:

- a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- b. Downloading or transmitting multi-player game, music, or video files using the school network.
- c. Vandalizing, damaging, or disabling property of the school or another individual or organization.
- d. Accessing another individual's materials, information, or files without permission.
- e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
- f. Sharing personal information:
 - A) Releasing another individual's files, home address, personal phone numbers, passwords, or other vital accessing information to others.
 - B) Releasing personal files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- g. Promoting or soliciting for illegal activities.
- h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- i. Violating copyright or other protected material laws.
- j. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- k. Intentionally wasting school resources.
- l. Participating in any type of cyberbullying.
- m. Using proxy servers or other software to gain access to sites that are blocked through filtering software.

Computer Network Violations:

- a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- b. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- c. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- d. Creating, uploading, or transmitting computer viruses.
- e. Attempting to defeat computer or network security (including

circumventing firewall, filter, or other software intended to limit student access to websites or software).

Consequences: Suspension of computer privileges, referral to law enforcement authorities, and possible long term suspension or recommended expulsion.

4. Clark School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.
5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.
6. Any security or equipment problems arising from the use of technology resources must be reported to the Computer Help Desk or Principal's Office.
7. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.
 - a. Computer batteries must be charged and ready for school each day.
 - b. Only labels or stickers approved by the Clark School District may be applied to the computer.
 - c. Computer bags must be purchased and utilized to protect the laptops when not in use.
 - d. Computers that malfunction or are damaged must first be reported to the Computer Help Desk. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.
- **Accidental Laptop Damage:** Students who have recorded 2 or more instances of accidental laptop damage may be subject to sanctions such as daily check in and out of their laptops.
- **Broken Screen Damage:** Accidental, intentional or multiple damage to the laptop screen which necessitates its replacement will result in a \$200.00 fee.
 - e. Computers that are stolen must be reported immediately to the Principal's Office and the police department.
 - f. Individual school laptop computers and accessories must be returned to the CHS Help Desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at CHS for any other reason must return their individual school laptop computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at CHS, that student will be subject to criminal prosecution and/or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in referral to the Clark County Law Enforcement.

Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Laptop Computer Protection plan and must return the computer and accessories to the CHS Help Desk in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

Student Pledge for Laptop PC Use

1. I will take good care of my Laptop PC and know that I will be issued the same Laptop PC each year.
2. I will not leave the Laptop PC unsecured. I will know where my Laptop PC is at all times.
3. I will not loan out my Laptop PC or accessories to other individuals.
4. I will begin each school day with a fully charged battery.
5. I will keep food and beverages away from my Laptop PC.
6. I will not disassemble any part of my Laptop PC or attempt any repairs.
7. I will use only the case required or another approved carrying case while transporting my Laptop PC outside of the classroom.
8. I will use my Laptop PC computer in ways that are appropriate and educational.
9. I will not place decorations (such as stickers, markers, etc.) on the Laptop PC unless issued by the school district.
10. I understand that my Laptop PC is subject to inspection at any time without notice and remains the property of the Clark School District.
11. I will follow the policies outlined in the Student Laptop Handbook and the Acceptable Use Policy while at school, as well as outside the school day.
12. I will file a police report in case of theft, vandalism, and other acts covered by insurance as directed by Clark School District administration.
13. I will be responsible for all damage and/or loss caused by neglect or abuse.
14. I agree to pay for the replacement of power cords, battery, or Laptop PC accessories in the event any of these items are lost or stolen.
15. I agree to return the Clark School District Laptop PC and all accessories in good working condition.
16. I understand that network administrators and school administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect anything stored on school computers and networks will be private.
17. I agree to follow all rules and guidelines outlined in the Student Laptop Handbook.