

Laptop Handbook

Student Technology Acceptable Use Policy

Purpose

The Watertown School District is pleased to offer student access to technology resources for educational and instructional activities. The purpose of the Watertown School District's technology resources is to provide additional educational resources and communication tools for students and staff. These resources will help staff to facilitate education and research consistent with the technology vision of the Watertown School District: "Learning is advanced with the integration of technology."

Definition of Technology Resources

The Watertown School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, mobile devices, peripheral devices, 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 Watertown School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Watertown School District is not transferable to people or groups outside the district and terminates when a student is no longer enrolled in the Watertown School District. Each employee, student and/or parent will be required to follow the guidelines outlined in this document. These guidelines are 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 document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

Responsibility

Students are responsible for their ethical and educational use of technology resources of the Watertown School District. The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Noncompliance with the Technology Acceptable Use Policy may result in disciplinary action and/or repairs at the expense of the student.

The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Watertown School District along with State and 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 users in the school environment.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

Technology Service

Watertown 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.

Receiving Equipment

Student machines will be distributed each fall. Parents and students must sign and return the Student Pledge for Technology Use before equipment can be issued and/or accounts are set up for the student. The Laptop Computer Protection Plan outlines three options for families to protect the laptop investment for the school district. Please review the Laptop Computer protection plan included in this handbook.

School-issued machines are the property of the Watertown School District and are for educational use. These machines may be collected at various times throughout the year and at the end of each school year for maintenance, cleaning and software installation or upgrades. Students will retain the original machines each year while enrolled at WHS.

Equipment Identification

Student equipment will be labeled in the manner specified by the school. Equipment can be identified by the serial number, asset tag, and individual user account name and password. School district tags should not be altered or removed, and should remain visible. Please notify the Help Desk if these tags need to be replaced. Machines must remain free of any writing, drawing, stickers, or labels that are not the property of the Watertown School District.

Password Protection

Students are assigned individual passwords for accessing computers, devices, and accounts. Students needing help with password issues should contact the Help Desk. Students are responsible for securely storing their own passwords. Passwords should never be shared.

Taking Care of the Equipment

Students are responsible for the general care of the equipment they have been issued by the school. Machines that are broken or fail to work properly must be reported to the Help Desk. Lost or stolen equipment should be reported immediately to the Principal's Office.

Technical Support

Computers or devices that malfunction or are damaged must be reported to the Help Desk. The school district will be responsible for repairing computers that malfunction. Machines that have been damaged from normal use will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers or devices that are damaged intentionally or due to negligence. Continuous reports of damage will be logged and dealt with on an individual basis.

Laptop Undergoing Repair

Loaner laptops or devices may be issued to a student equipment is being repaired. There are a limited number of loaner machines and there may be times when loaners are not available. The technology department will make every effort to maintain equipment necessary for students' education.

Neglect or Intentional Damage

Attempting to repair, remove, or install hardware and software components is prohibited. Vandalizing or damaging the machine is prohibited, including but not limited to pencil marks, stickers, graffiti, carving, burning or other markings, broken screens, broken hinges, damaged cases or cords, or exposure to extreme temperatures. Disassembling machine in any form or fashion is prohibited. The cost of repairs due to intentional damage will be the responsibility of the student. Repeated incidents of damage may result in the loss of computer privileges.

Warranty

No warranty coverage exists for the 2012-13 school year. Please report all laptop problems to the Help Desk.

Accidental Damage Protection

Accidental Damage Protection for the Apple Computers has been purchased by the Watertown School District. The school district will repair and may cover the cost of one accidental damage. Repeated accidental damages may result in the loss of computer privileges and the repair cost may be the responsibility of the student.

Cords and sleeves are not covered under this protection.

WSD Laptop Protection

The School District offers laptop replacement coverage for a catastrophic loss of laptops by theft, flood, or fire. The protection cost is \$25.00 annually for each laptop with a maximum cost of \$50.00 per family. In the event of a catastrophic loss, there is a \$200.00 additional charge for replacement of laptop. Any catastrophic loss claim must be accompanied by a police report. This coverage is OPTIONAL. These fees are NON-REFUNDABLE.

Students or parents may wish to carry their own personal insurance to protect the laptop in cases of catastrophic loss. Please consult with an insurance agent for details about personal coverage of the laptop computer.

Claims

All insurance claims must be reported to the Principal's Office. Students or parents must file a police or fire report and bring a copy of the report to the Principal's Office before a laptop can be replaced with School District Protection for Catastrophic Loss.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action. The District will work with the Watertown Police Department to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

Inspection

Student machines and accounts may be inspected periodically. Remote software may be used for inspections of a student's computer usage while on the school's network. 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.

Laptops Left at Home

If students leave the laptop or devices at home, a parent will be contacted to bring the equipment to school. Repeat violations will result in disciplinary action.

Using The Equipment at School

Machines are intended for use at school each day. In addition to teacher expectations for technology use, school messages, announcements, calendars and schedules will be accessed using the computers or devices. Students must be responsible to bring the machines to all classes, unless specifically advised not to do so by their teacher.

General Precautions

- 1 No food or drink is allowed near the equipment.
- 2 Cords, cables, and removable storage devices should be inserted carefully and removed properly from the laptop or device. Equipment should never be left in a car or any unsupervised area.
- 3 Equipment should never be exposed or subjected to extreme temperatures, hot or cold.
- 4 Laptops should always be carried with the screen closed. Close the lid when not in use to preserve battery life.

Carrying the Laptop

The protective sleeve provided with the laptop has sufficient padding to protect the laptop from normal treatment and provides a suitable means for carrying the computer within the school. Laptops should always be within a protective sleeve when transported. Only the laptop should be placed in the sleeve.

The machine should be turned off before leaving the building each day. The laptop should also be turned off at home before returning to school. This helps ensure all server settings are received and will allow data to be backed up to the school's server.

Screen Care

Clean the screen regularly with a soft, dry, antistatic or microfiber cloth. The screens can be damaged if subjected to rough treatment. Do not place anything on the keyboard before closing the lid (i.e. pens, pencils, paper, or disks).

Do not lift or carry the laptop by the screen.

Leaning on the top of the laptop when it is closed is not allowed.

ONLY the laptop should be placed in the protective sleeve.

Excessive pressure on or contact with the screen can cause damage to the screen.

Battery Life

Laptops must be brought to school in fully charged condition. Students need to charge the machines at home. In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

To preserve the life of the battery, please close the laptop when not in use. Please condition the battery on a monthly basis:

- 1 Charge the computer until the light on the charger is green. Leave it fully charged and plugged in for at least two hours to ensure a full charge. The computer can be used during this time.
- 2 Unplug the power cord and use the machine as normal until the low battery warning dialog appears on your screen. If using your computer at this point, make sure all work has been saved. Continue to use the computer until it automatically goes to sleep.
- 3 Hold down the power button for 6 seconds, then release, to shut your computer down. Allow the machine to rest unplugged for five hours or more, without using it, to allow it to completely drain all power reserves.
- 4 Connect the power adapter and leave it connected until the battery is fully charged again.

Storing the Laptop

When students are not monitoring machines, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the machines when stored in the locker. Students are encouraged to take the equipment home every day after school, regardless of whether or not they are needed. Machines should not be stored in a student's vehicle at school or at home at any time.

Equipment Left in Unsupervised Areas

Under no circumstances should equipment be left in unsupervised areas. Unsupervised areas include but are not limited to outside the school, the cafeteria, concourse, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any machine left unattended is in danger of being stolen and will be collected by staff and taken to the Help Desk. Technology privileges may be suspended or revoked for students whose equipment is collected from an unsupervised situation.

Software on District Equipment

District equipment will contain software and applications pertinent to the curriculum of the Watertown School District. Any resources originally installed by the district must remain on the machines in usable condition and be easily accessible at all times. Upgraded versions of licensed software will be automatically upgraded through the network. From time to time the school may add software applications for a particular purpose. The licenses for this software may require that the software be deleted from equipment at a future time. Periodic checks of equipment may be made to ensure that the school has not exceeded its licenses. The Tech Department cannot support software that is not purchased by the District. Software found to be interfering with district software will be removed. Software used to circumvent copy protection will be removed.

Managing Files and Saving Work

Students may log onto the school network in order to back up their work. Students will have their own user account and folder on the network with space to back up ONLY school-related work. It is suggested that students also backup all of their work at least once each week using removable file storage: USB drives, CDs, DVDs (DVD-R are recommended for the Apple), or external hard drives. There are also a variety of low-cost web-based storage solutions available, at students' expense, that provide secure backup solutions. It is the students' responsibility to ensure that work is backed up in the event of mechanical failure or accidental deletion.

Procedure for reloading software

If technical difficulties occur, or non-school issued software is discovered, the IT Department will copy all school-related files. The hard drive will then be reformatted and re-imaged.

Recovering Data and Files

If technical difficulties occur, the IT Department will work to recover school-related files. Students are responsible for any non-school items. It is the individual student's responsibility to ensure that work is backed up in the event of mechanical failure or accidental deletion, and prior to scheduled maintenance.

Personal Use

The School District recognizes the use of personal exploration as a learning tool, and encourages students to investigate resources. All material should be educationally appropriate, and any personal files and data created should be backed up on an external device rather than to the server. If student performance or function are impaired due to excessive personal items installed or stored on the machine, the district may require their removal. In the event the machine must be re-imaged, personal files or software will not be backed up or reinstalled by IT department personnel.

Printing

Students may use printers in classrooms and in the library with teachers' permission during class or breaks. School printers are managed by the IT Department and cannot be added or removed by individual students. If access is needed to a particular printer, please submit the request to the Help Desk. Please print responsibly.

Students who want to print on a home printer must request that the Help Desk add their printer software to the laptop computer.

Sound

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

Virus Protection

School machines have antivirus protection software. This software will scan the hard drive and removable devices for known viruses. The virus software will be upgraded from the network.

LightSpeed Content Filter

LightSpeed is a content filtering server that has been installed to filter Internet content while laptops and devices are in use at school or off-campus. LightSpeed will block inappropriate web sites and record web sites that are visited from school or home.

Use of School Resources

Avoid intentionally wasting school resources, including but not limited to the use of Internet bandwidth, internal network bandwidth or printing resources. Non-educational subscriptions to mailing lists, mass e-mail messages, games, chat rooms, instant messaging, proxy list-serves or mailing lists, or other services that can slow the system or waste others' time and access and are prohibited.

Responsible Internet Use

Avoid sites unrelated to instruction during the school day. Any videos for non-educational purposes are strictly prohibited unless assigned by a teacher. Downloading or transmitting games, music, or video files is prohibited unless approved for educational purposes. Games, including but not limited to flash, web-based, and executables/installables are prohibited on the school machine.

Never reveal your full name, phone number, home address, social security number, credit card numbers, or passwords online.

Sending, accessing, uploading, downloading, creating, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials is prohibited. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify the Help Desk immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility. Using the network or Internet for commercial, political campaign, or financial gain purposes is prohibited, such as shopping or auction sites or school election campaigns. Promoting or soliciting for illegal activities is prohibited.

E-mail Use

Students should maintain high integrity with regard to email content. Always use appropriate language; do not transmit language or material that is profane, obscene, abusive, or offensive to others. School district e-mail is subject to inspection by school personnel. Sending or forwarding mass emails, chain letters, or Spam is prohibited. Private chatting or instant messaging during class without permission is prohibited.

Copyright and Fair Use

Students are expected to comply with trademark and copyright laws and all license agreements. Violating copyright or other protected materials for print, audio and video components is prohibited. Please use the following links for information:

<http://www.riaa.com>

<http://www.mpaa.org>

<http://www.creativecommons.org>

Recordings

Obtain consent before sharing audio or video recordings of others. Recording audio or video without consent of the teacher in the classroom is prohibited.

Hacking

Any malicious attempt to alter data, the configuration of a computer or device, or the files of another user (student or staff) without consent may be considered an act of vandalism and subject to disciplinary action. Note that instructors may need to access student materials for educational purposes.

Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources is prohibited. Do not attempt to log on to the network (servers, routers, switches, printers, firewall) with a device other than the school assigned laptop. The use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

Consequences

Students who violate the Student Technology Acceptable Use Guidelines are subject to consequences as printed here and in the Uniform Code of Behavior in the WHS Student Handbook. Consequences are determined based on the severity of the violation. These may include, but are not limited to suspension of technology privileges, referral to law enforcement authorities and possible long term suspension or recommended expulsion from school.

Students shall be responsible for any outside costs, fees, charges, or expenses incurred under the person's account in connection with the use of the Watertown School District's network or Internet connection(s).

Individual school machines and accessories must be returned at the end of each school year. Students who graduate early, withdraw, are suspended or expelled for any length of time, or terminate enrollment at WHS for any other reason must return their individual school machines on the date of termination.

Upon leaving the district, students must return equipment and accessories to the district in satisfactory condition. The individual may be charged a fee for any needed repairs or replacement of the computer, device, cords, sleeves or equipment.

If a student fails to return the equipment upon request or upon leaving the Watertown School District, that individual will be subject to civil liability. Failure to return the equipment will result in a theft report being filed with the Watertown Police Department.