Laptop Policy, Procedures, and Information

Watertown High School
Watertown, South Dakota

Watertown High School Laptop Program

The focus of the Learning With Laptops Program at Watertown High School is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Laptops integrates technology into the curriculum anytime, anyplace.

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The policies, procedures and information within this document apply to all laptops used at Watertown High School, including any other device considered by the Principal to come under this policy.

Teachers may set additional requirements for computer use in their classroom.

A. Laptop Specifications

The laptop selected for use at the Watertown High School is the **Gateway M465-E.**

Processor: Intell® Core™® Processor T2300 Duo Core (1.66GHz, 667 MHz FSB, 2MB L2 Cache)
Mobile Technology: Features Intel® Centrino® Duo Mobile Technology
Memory: 1024MB 533MHz DDR2 SDRAM (2-512MB modules)
Hard Drive: 40GB 5400rpm Serial ATA hard drive
Floppy Drive: Integrated 6 in 1 media card reader
Optical Drive: Modular 24x/10x/24x CD-RW / 8x DVD Combo
Expansion Slots: One type II, or one type III PC Card Slot
External Ports: (2) USB 2.0, VGA and Parallel
Operating System: Microsoft® Windows® XP Professional Edition (SP2)
Application Software: Microsoft® Office®
Security Software: Symantec Client Security
Screen: 15.0" XGA TFT Active Matrix (1024x768 max. resolution)
Video: ATI Mobility™ Radeon® X1400 64MB Graphics (up to 128MB HyperMemory)
Keyboard and Mouse: Full-Sized Keyboard and EZ Pad® Pointing Device
Multimedia Package: Integrated sound and stereo speakers, headphone/speaker jack, & mic
Battery: Primary 6-cell Lithium ion battery with AC pack
Modem: Integrated V.92 56K Modem
Network Adapter: Integrated Intel® 10/100/1000 Ethernet Adapter
Wireless Networking Adapter: Integrated Intel® 802.11a/b/g wireless networking card
Limited Warranty Programs: 3Yr Parts, Labor, Authorized Service Provider (ASP)
Accidental Damage Protection: Three years accidental damage protection coverage
Carrying Case: Infocase Protective Sleeve

B. Receiving Your Laptop

Laptops will be distributed each fall during "*Student Registration & Laptop Orientation.*" **Parents & students must sign and return the <u>Laptop Computer Protection</u> plan and <u>Student Pledge</u> 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. Please review the Laptop Computer Protection plan included in this handbook.

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 WHS.

C. Taking Care of Your Laptop

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 taken to the technology Help Desk located in room 502.

General Precautions
1. No food or drink is allowed next to your laptop while it is in use.
2. Cords, cables, and removable storage devices must be inserted carefully into the laptop.
3. Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.
4. Laptops should be shut down before moving them to conserve battery life.
5. Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Watertown School District.
6. Laptops must never be left in a car or any unsupervised area.
7. Students are responsible for keeping their laptop's battery charged for school each day.

Carrying Laptops
The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:
1. Laptops should always be within the protective case when carried.
2. Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
3. The laptop must be turned off before placing it in the carrying case.

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

1. Do not lean on the top of the laptop when it is closed.
2. Do not place anything near the laptop that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Do not poke the screen.
5. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
6. Clean the screen with a soft, dry, anti-static, or microfiber cloth.

D. 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 will be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher.

Laptops Left at Home
If students leave their laptop at home, they must immediately phone parents to bring them to school. Repeat violations of this policy will result in disciplinary action.

Laptop Undergoing Repair
Loaner laptops may be issued to students when they leave their laptops for repair at the Help Desk in room 502.

Charging Your Laptop's Battery
Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Repeat violations of this policy will result in disciplinary action.

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 or borrow a battery at the Technical Help Desk located in the library.

Screensavers
1. Inappropriate media may not be used as a screensaver.
2. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
3. Passwords on screensavers are not to be used.
4. Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

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

Printing
Students may use printers in classrooms, the library, and computer lab with teachers' permission during class or breaks. Students who want to print on a home printer must ask the technology Help Desk to add their printer software to the laptop computer.

E. Managing Your Files and Saving Your Work

Saving to the Ifolder
Students will be logging onto our network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work.

The laptops will be set up with an Ifolder in which students should save their work. The ***Ifolder*** will automatically save a copy of all student documents saved to the Ifolder to the high school server while they are on the high school network. When a student adds a document to the Ifolder while working at home or away from school, that document will be copied automatically to the school server when the student logs onto the network at school.

Additional folders in the *Ifolder* may be created or added by the student. All student work should be stored in the Ifolder.

Only files stored in the *Ifolder* will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the high school server.

Saving data to Removable storage devices
Students should also backup all of their work at least once each week using removable file storage. Removable memory cards may be purchased at a local retailer. The computer's 6-in-1 memory card reader will read the following types of memory cards:
- Secure Digital™
- Memory Stick®
- Memory Stick Pro®
- Mini Secure Digital®
- MultiMedia Card™
- RS-Multimedia Card™

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

F. Software on Your Laptop

Originally Installed Software
The software originally installed by the WHS must remain on the laptop in usable condition and be easily accessible at all times.

The laptop is supplied with Gateway's proprietary version of Microsoft Windows XP Professional operating system and with additional software. Licensed software provided with all new laptops includes:

1. Adobe Acrobat Reader
2. Microsoft Windows Journal Reader
3. Discourse
4. Microsoft Internet Explorer
5. Microsoft Office XP including Word, Excel, Access, FrontPage, PowerPoint & Publisher
6. Microsoft PhotoDraw V2
7. Microsoft Windows XP Professional SP2
8. Norton Anti-Virus
9. Windows Media Player
10. Windows Movie Maker
11. Inspiration
12. Total Traffic Control

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the

course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

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.

Total Traffic Control Filter
Total Traffic Control is a software program that has been installed to filter internet content while the student's laptop is used at home or anywhere off campus. Total Traffic Control will block inappropriate web sites and record web sites that students visit while they are at home or using their laptops off campus. Total Traffic Control will also help keep systems clean from malicious spy ware and virus applications and files.

Inspection
Students may be selected at random to provide their laptop for inspection.

Procedure for re-loading software
If technical difficulties occur or illegal software is discovered, the technician will copy all files in the *Ifolder*. The hard drive will then be re-formatted. Authorized software will be installed and the data files reinstated in the *Ifolder*. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

Software upgrades
Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

G. Acceptable Use Guidelines

General Guidelines
1. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Watertown School District.
2. Students are responsible for their ethical and educational use of the technology resources of the Watertown School District.
3. Access to the Watertown School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Use of Technology Resources Policy.
4. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
5. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Uniform Code of Behavior.

Privacy and Safety

1. Avoid chat rooms or sending chain letters without permission.
2. Only open, use, or change computer files that belong to you.
3. Never reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
4. Remember that storage is not guaranteed to be private or confidential.
5. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an assistant principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Legal Propriety

1. 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.
2. Plagiarism is a violation of the WHS Uniform Code of Behavior. 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.
3. Use or possession of hacking software is strictly prohibited and violators will be subject to Step 6 consequences of the Uniform Code of Behavior. 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.

E-mail

1. Always use appropriate language.
2. Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
3. Do not send mass e-mails, chain letters or spam.
4. Students should maintain high integrity with regard to email content.
5. No private chatting during class without permission.
6. WHS e-mail is subject to inspection by the school.

Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Laptop Handbook or Use of Technology Resources Policy will result in disciplinary action as outlined in the Uniform Code of Behavior.

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.

H. Protecting and Storing Your Laptop Computer

Laptop Identification
Student laptops will be labeled in the manner specified by the school. Laptops can be identified by the serial number and senior high asset tag and individual user account name and password.

Password Protection
Students are expected to password protect their laptops by setting a start-up password and keeping that password confidential. Students needing help with password retrieval must visit technicians in room 502.

Storing Your Laptop
When students are not monitoring laptops, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the laptop, when stored in the locker. 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 at school or at home.

Laptops Left in Unsupervised Areas
Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, concourse, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen.

Unsupervised laptops will be confiscated by staff and taken to the Assistant Principals' Office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

I. Repairing or Replacing Your Laptop Computer

Gateway Warranty
This coverage is purchased by the Watertown School District as part of the purchase price of the equipment. Gateway 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 Gateway warranty <u>does not</u> warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all laptop problems to the technology Help Desk located in room 502.

Accidental Damage Protection
The Watertown School District has purchased through Gateway coverage to protect the laptops against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. **This coverage <u>does not</u> provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage.** Gateway 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. The laptop is covered with a three-year Gateway Warranty and Accidental Protection Plan. WHS technicians will service repairs and replacements for detective parts and acts of accidental damage. Please report all laptop problems to the technology Help Desk located in room 502.

School District Protection
School District Protection is available for students and parents to cover laptop replacement in the event of theft, loss, or accidental damage by fire. The protection cost is $25.00 annually for each laptop with a maximum cost of $50.00 per family and includes a $200.00 additional charge for each claim.

Students or parents may wish to carry their own personal insurance to protect the laptop in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your 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 repaired or replaced with School District Protection.

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 as outlined in the Uniform Code of Behavior.

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.

J. Laptop Technical Support

The Technology Help Desk is located in room 502 and coordinates the repair work for laptops. Students are expected to keep the laptops in good condition. Students who have a technical problem with their laptop should take their computer to room 502 for service or repair.

Laptop FAQ's

1. **What is the configuration of my Gateway M465-E Laptop Computer?**
   Processor: Intel® Core™® Processor T2300 Duo Core (1.66GHz, 667 MHz FSB, 2MB L2 Cache)
   Mobile Technology: Features Intel® Centrino® Duo Mobile Technology
   Memory: 1024MB 533MHz DDR2 SDRAM (2-512MB modules)
   Hard Drive: 40GB 5400rpm Serial ATA hard drive
   Floppy Drive: Integrated 6 in 1 media card reader
   Optical Drive: Modular 24x/10x/24x CD-RW / 8x DVD Combo
   Expansion Slots: One type II, or one type III PC Card Slot
   External Ports: (2) USB 2.0, VGA and Parallel
   Operating System: Microsoft® Windows® XP Professional Edition (SP2)
   Application Software: Microsoft® Office®
   Security Software: Symantec Client Security
   Screen: 15.0" XGA TFT Active Matrix (1024x768 max. resolution)
   Video: ATI Mobility™ Radeon® X1400 64MB Graphics (up to 128MB HyperMemory)
   Keyboard and Mouse: Full-Sized Keyboard and EZ Pad® Pointing Device
   Multimedia Package: Integrated sound and stereo speakers, headphone/speaker jack, & mic
   Battery: Primary 6-cell Lithium ion battery with AC pack
   Modem: Integrated V.92 56K Modem
   Network Adapter: Integrated Intel® 10/100/1000 Ethernet Adapter
   Wireless Networking Adapter: Integrated Intel® 802.11a/b/g wireless networking card
   Limited Warranty Programs: 3Yr Parts, Labor, Authorized Service Provider (ASP)
   Accidental Damage Protection: Three years accidental damage protection coverage
   Carrying Case: Infocase Protective Sleeve

2. **Can I use the Gateway M465-E laptop computer and software throughout my career at WHS?**
   Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at WHS. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

3. **What if I already have another model or brand of laptop computer?**
   You will be required to use the school district issued laptop for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Watertown School District is also limited to provide maintenance service or assistance for only the Gateway 465E laptop. *For these reasons, other laptop computers will not be used on the Watertown School District network at school.*

4. **Can I have my laptop computer this summer?**
   No. All laptops will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their laptops again at their orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and WHS's policy regarding the ethical use of computers.

5. **Where do I find a Gateway authorized service technician?**
Watertown High School has hired technicians working in the Information Technology Services Center to be certified by the laptop manufacturer to do warranty repair work. If you have a question or a service need, take your laptop to the Help Desk located in room 502.

6. **What about insurance against theft or breakage through carelessness?**
Your laptop computer is very portable and very valuable, making it an attractive target for thieves. Therefore, the Watertown School District laptop protection is recommended. The protection covers the laptop for a $25.00 payment. You will be responsible for paying an additional charge of $200.00 for each theft or loss claim.

   The best insurance is to take care of your laptop. Do not leave your laptop in the building, classroom, concourse, or car unattended. Always know where your laptop is! Above all, take your computer home each night.

7. **Does WHS provide maintenance on my Gateway M465-E laptop computer?**
Yes. The Technical Services Help Desk staff will coordinate maintenance for students. Students enrolled at WHS will be covered by a maintenance agreement for items described in the Gateway warranty agreement and Accidental Protection Plan. Please consult the warranty agreement so that you understand what is and what is not covered.

8. **What will I do without a computer in my classes if my laptop unit is being repaired or while I am replacing it if it is lost or stolen?**
Watertown High School stocks a limited number of laptop computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit at the Help Desk in room 502, the same area where you will go for service on your laptop computer. *If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.*

9. **If I purchase software in addition to the available software provided through WHS, will the Technical Help Desk staff load it for me?**
Yes. Students who qualify for the Rewards Privileges will be allowed to have approved educational software installed by the Technical Help Desk staff. Students with Standard Privileges or Suspended Privileges are not allowed to install or download additional software to your school-issued laptop computer.

10. **Do I need a printer?**
You need not own one since printers are located near classrooms, in the library, and in the study hall. If you want to connect to a printer at home with the school laptop, you will need to visit the technology Help Desk and ask to have your printer software installed.

11. **Will I need to buy a modem?**
No. A modem is built into the Gateway laptop computer.

12. **How do I connect to the Internet at home?**
You may connect to the Internet using a cable Ethernet connection or wireless Ethernet connection. If you have service with Midcontinent Communications or Prairie Wave, you

simply need to plug the Ethernet cable into the Ethernet port on the laptop computer. If you maintain a wireless home network, you must set the laptop to connect to your wireless connection.

Dial-up Internet connections will not work on the school laptop until the Watertown High School technicians format your laptop for a dial-up connection. Please take your laptop to the technology Help Desk if you want your laptop configured for your home dial-up Internet access.

13. **Will there be facilities to back up the files I create on my laptop?**
    Yes. When you save your documents to the Ifolder, your files are automatically saved to the school storage server. You are also encouraged to save your documents to a removable memory card that can be inserted into the 6-in-1 memory card reader on the laptop.

14. **What if I want to add options to my laptop later?**
    Only the Watertown School District is authorized to add options and upgrades to your laptop computer.

15. **What if I want to run another operating system on my laptop?**
    Only the operating system chosen by the Watertown School District will be authorized to run on a student-issued laptop computer.

16. **Will I be given a new battery if mine goes bad?**
    The laptop battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance. If you need to borrow a battery for class, you may check a battery out at the Help Desk. The battery must be returned before the end of the school day, and you may be asked to pay a charging fee if your personal use of school back-up batteries is frequent.

17. **What has the school done to help prevent students from going to inappropriate sites?**
    We have a software product which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal's Office.

18. **Are student laptops subject to school "snooping"; what if they bring their laptop in for repairs and "objectionable data" is detected?**
    Inappropriate material on laptops should be reported to the classroom teacher, assistant principal, or Help Desk immediately upon identification. Students who have "objectionable data" on their laptop but have failed or chosen not to report it, will be referred to the Principal's Office.

19. **If the accessories to my laptop are lost or stolen, how much will it cost to replace them**?
    In the event that laptop accessories are stolen, you should report the lost items to the Help Desk or Assistant Principals' office. The cost to replace specific accessories is listed below:
    a) AC adapter & power cord: $35.00   b) Battery: $99.00   c) Laptop Sleeve: $10.00

Laptop Reward System

All students will begin the school year with Standard Privileges and have the opportunity to earn the Rewards Privileges by meeting the criteria listed below. Student records will be reviewed quarterly to determine whether they have earned the opportunity to advance to the next level of privileges.

Description of Privileges

Standard Privileges:
- Laptop computer
- Home use of laptop computer
- Microsoft Office Suite software
- Web e-mail
- MyCampus account for student information
- Internet Explorer
- Ifolder to back-up school work
- DVD drive for playing movies and music
- Assistance for home internet & printer set-ups
- Battery exchange

Rewards Privileges:
- *All Standard Privileges plus the following:*
- Approved Educational Software installation at the Help Desk
- Increased storage space

Suspended Privileges:
- Laptop computer use at school
- Laptop may be checked out with teacher's permission
- Microsoft Office Suite software
- Web e-mail
- MyCampus account for student information
- Internet Explorer
- Ifolder to back-up school work
- Battery exchange

Criteria for Privileges

Standard Privileges Criteria
All students will begin on this level at the beginning of the school year. To remain at this level, students will have…
- Less than 2 incidents of accidental damage
- No more than 1 incident of a Computer Laptop Violation
- No incidents of Computer Network Violations

Rewards Privileges Criteria
Students will earn rewards and be placed at this level if they have…
- A minimum quarterly GPA of 2.00
- Less than 2 incidents of accidental damage
- No incidents of Computer Laptop or Network Violations

Suspended Privileges Criteria
Students will be placed at this level if they have…
- Two or more incidents of accidental damage
- Two or more incidents of Computer Laptop Violations
- One or more incidents of Computer Network Violation

Use of Technology Resources Policy
Watertown School District

Purpose
The Watertown School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Watertown 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 Watertown School District.

Definition – Technology Resources
The Watertown 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 Watertown School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the WSD 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 Watertown 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 Watertown School District's Uniform Code of Behavior shall be applied to student infractions.

User Terms and Conditions

The use of Watertown 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 Watertown 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 resources activities include, but are not limited to, the following:

   Computer Laptop 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. Releasing 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.

   Consequences: 1st offense – Office intervention or 5 day computer laptop suspension
   2nd offense – 10 day computer laptop suspension
   3rd offense – Laptop suspended for remainder of quarter or not less than 10 days.

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.

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

4. 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.

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 Watertown School District may be applied to the computer.
   c. Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
   d. Computers that malfunction or are damaged must first be reported to the Computer Help Desk located in room 502. 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 will be referred to a principal to discuss proper laptop care. Students may be asked to check their laptop in at the Help Desk after school. Laptops may be checked out again before classes begin the next day. Special permission to take a laptop home for class work may be permitted by the student's teacher.

   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 WHS Help Desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at WHS 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 WHS, that student will be subject to criminal prosecution 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 a grand theft report being filed with the Watertown Police Department.

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 WHS 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.

Laptop Computer Protection

The Watertown 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. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

GATEWAY WARRANTY: This coverage is purchased by the Watertown School District as part of the purchase price of the equipment. Gateway 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 Gateway warranty <u>does not</u> warrant against damage caused by misuse, abuse, accidents or computer viruses.

ACCIDENTAL DAMAGE PROTECTION: The Watertown School District has purchased through Gateway coverage to protect the laptops against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage <u>does not</u> provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. Gateway 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.

INSURANCE FOR THEFT, LOSS OR FIRE: Laptops that are stolen, lost or damaged by fire are not covered by the Gateway Warranty or the Accidental Damage Protection outlined above. Following are the <u>three options</u> that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box.

<u>No Insurance</u>   ❏ You agree to pay for the replacement of the laptop at a cost not to exceed $1,300.00 should the laptop be stolen, lost or damaged by fire.

<u>Personal Insurance</u>   ❏ You will cover the laptop under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the laptop replacement not to exceed $1,300.00.

<u>School District Protection</u> ❏ You choose to pay the school district an <u>annual</u> protection payment for coverage of theft, loss or damage by fire in the amount of $25.00 or $50.00 for family coverage when there are two or more children in high school using laptop computers. The $25.00 payment is non-refundable. This protection coverage has a $200.00 additional charge per occurrence. <u>This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.</u>

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

The $200.00 additional charge is the responsibility of the student/parent and must be paid before the laptop can be repaired or replaced.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to laptops. Warranty, Accidental Damage Protection, or School District Laptop Protection **DOES NOT** cover intentional damage of the laptops.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Student Pledge for Laptop Use

1. I will take good care of my laptop and know that I will be issued the same laptop each year.
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's battery daily.
6. I will keep food and beverages away from my laptop since they may cause damage to the computer.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in the bag provided or an approved case.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District laptop.
11. I understand that my laptop is subject to inspection at any time without notice and remains the property of the Watertown School District.
12. I understand and agree to follow the criteria described in the *Laptop Reward System*.
13. I will follow the policies outlined in the *Laptop Handbook* and the *Use of Technology Resources Policy* 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 covered by insurance.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to pay for the replacement of my power cords, battery, or laptop case in the event any of these items are lost or stolen.
17. I agree to return the District laptop and power cords in good working condition.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____