



# *School District of Elmwood*

## *1 to 1 Initiative*

### Laptop Policy Handbook

The School District of Elmwood is dedicated to creating a collaborative learning environment for all learners. Through a learning environment that includes exposure to technology resources, students and teachers will be able to implement transformative uses of technology and enhance student engagement with content. The goal remains to promote self-directed, lifelong learners.

Our students will transition from consumers of information to creative producers and owners of knowledge. To prepare them, our team will establish collaborative professional learning communities based on integrative professional development for teachers. This program enhances classroom environments by providing high-quality instruction, assessment and learning through the integration of technology and curriculum.

Technology immersion enables teachers to continue to be a vital role by transforming the teacher from a director of learning to a facilitator of learning. The Board of Education, district staff and community members all play a key role in the development of effective and high quality educational experiences.

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## 1. RECEIVING YOUR COMPUTER

Laptops will be distributed within the first week of each school year. All Parents/Guardians and students are required to sign the School District of Elmwood Laptop Agreement document before the laptop can be issued. This Laptop Policy Handbook outlines the procedures and policies for families to protect the laptop investment for the School District of Elmwood. Laptops will be treated like textbooks in that they will be collected at the end of each school year and students will retain their original laptop each year while enrolled at Elmwood High School.

All transfer/new students will participate in school orientation and will be able to pick up their laptop from the IT Department. New students that transfer in during the year must complete all necessary paperwork. Both students and their parents/guardians must sign the School District of Elmwood Laptop Agreement document prior to picking up a laptop.

There will be a laptop leasing charge of \$20.00 fee per year. Students that qualify for free and reduced lunch will be required to pay \$10.00 fee per year for the leasing charge. Families with 3 or more students will pay a maximum of \$50.00 fee per year or \$25.00 fee per year for families that qualify for free and reduced lunch for the leasing charge. Students will get the same machine back each year.

The laptop leasing charge will cover the following accidental disable damage to the device for the school year:

- 1st occurrence of accidental disabling damage - Covered at no charge
- 2nd occurrence of accidental disabling damage - 50% co-pay replacement charge shall be paid to the School District of Elmwood prior to a replacement device being issued
- Any additional occurrences of disabling damage shall result in the student being billed for the total cost repairing or replacing of the Laptop (approximately \$300)

Students will be held responsible for ALL damage done to their laptop not covered by warranty including, but not limited to: broken screens, cracked pieces, inoperability, etc. due to negligence. Students will not be held responsible for general computer problems that do not result due to negligence i.e. corrupt system files, defective hardware, etc. Administration will investigate all avenues to determine if damage was due to negligence or faulty equipment/software.

### 1a: N o E x p e c t a t i o n o f P r i v a c y

- Students have no expectation of confidentiality or privacy with respect to any usage of a laptop, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and

record use of student laptops at any time for any reason related to the operation of the District. By using a laptop, students agree to such access, monitoring, and recording of their use.

## 2. RETURNING YOUR LAPTOP

- End of Year: At the end of the school year, students will turn in their laptop and cases. Failure to turn in a laptop will result in the students being charged the full \$300 replacement cost. The laptop is being treated the same as any district issued equipment, such as textbooks. The District may also file a report of stolen property with the local law enforcement agency.
- Transferring/Withdrawing Students: Students that transfer out of or withdraw from the School District of Elmwood must turn in their laptop and case to the high school office on their last day of attendance. Failure to turn in the laptop will result in the student being charged the full \$300 replacement cost. The District may also file a report of stolen property with the local law enforcement agency.

## 3. 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 office as soon as possible so that they can be taken care of properly. ***Do not take district owned laptops to an outside computer service for any type of repairs or maintenance.***

### 3a: General Precautions

- No food or drink is allowed next to your Laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Never transport your laptop with the power cord plugged in. Never store your laptop in your carry case or back pack while plugged in.
- Students should never carry their laptops while the screen is open.
- Vents **CANNOT** be covered. Laptops must have a School District of Elmwood AV tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result.
- Laptops should never be left in a car or any unsupervised area.
- Students should never leave their laptops unattended unless locked in their

hallway locker.

- Laptops should not be used or stored near pets.
- Laptops must remain free of any writing, drawing, stickers, and labels.
- Students are responsible for bringing completely charged laptops for use each school day.

### 3b: Carrying Laptops and Case Care

- Laptop lids should always be closed and tightly secured when moving.
- Never move a laptop by lifting from the screen. Always support a laptop from its bottom with lid closed.
- Always transport laptops with care and in school issued protective cases. Failure to do so may result in disciplinary action.
- Each student will be issued a protective case for his/her laptop that should be used whenever the laptop is being transported or not in use. However, students may not personalize the outside of the laptop or case.

### 3c: Screen Care

Laptop screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the laptop when it is closed.
- Do not store the laptop with the screen in the open position.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent.

## 4. USING YOUR LAPTOP AT SCHOOL

- Laptops are intended for use at school each day and in many cases will replace your textbook.
- In addition to the teacher expectations for laptop use, school messages, announcements, calendars and schedules may be accessed using the laptop.
- Students must be responsible to bring their laptop to all classes, such as their textbooks, unless specifically advised not to do so by their teacher.

#### 4a: Laptops left at home or not charged

- Student will have the opportunity to use a replacement laptop from Laptop Central (Business Lab) if one is available located in the business lab. The student will be responsible for any damage to or loss of the issued device.
- Repeated violations of this policy will result in disciplinary action.

#### 4b: Laptops under repair

- Loaner laptops may be issued to students when they leave their laptop for repair.
- Students using loaner laptops will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it's lost or stolen.
- Laptops on loan to students having their devices repaired may be taken home.

#### 4c: Charging your Laptop

- Laptops must be brought to school each day fully charged.
- Students need to charge their laptop each evening.

#### 4d: Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

#### 4e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

#### 4f: Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students will still be able to print from desktop computers in the Computer Lab, however, students will not be able to print directly from their laptops at school. As students and teachers become more accustomed to cloud-based storage, printing needs may change or fade.

#### 4g: Account Access

- Students will only be able to login into their laptop using their school issued login

information.

- Students should always use the laptop with their own account.
- Students should never share their account passwords with others, unless requested by an administrator.

## 5. USING YOUR LAPTOP OUTSIDE OF SCHOOL

Students are encouraged to use their laptop for school work at home and other locations outside of school. A WiFi Internet connection will be required for the majority of laptop use, however, some applications can be used while not connected to the Internet. Students are bound by the School District of Elmwood Responsible Use of Technology Agreement, and all other guidelines in this document wherever they use their laptop. Parents/guardians will be provided their child's login name and password.

## 6. MANAGING & SAVING YOUR DIGITAL WORK

- Google Docs is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.
- With Internet connection, you can access your documents and files from any laptop, anywhere in the world while using Google Apps.
- All items will be stored online in Google Cloud environment and may be saved on their laptop.

## 7. OPERATING SYSTEM ON YOUR LAPTOP

Students may not use or install any operating system on their laptops other than the current version of Chrome OS and Microsoft OS that is supported and managed by the district.

### 7a: Updating your Laptop

- When a laptop starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging.

### 7b: Virus Protections & Additional Software

- With defense-in-depth technology and district managed anti-virus, the laptop is built with layers of protection against malware and security attacks.



#### 7c: Procedures for Restoring your Laptop

- If your laptop needs technical support for the operating system, all support will be handled by the IT Department. Please bring your laptop to the office.

#### 7d: Software Installation and Chrome Web Apps for Education

- Your laptop can access Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web.
- All work is stored in the cloud, on-line.
- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their laptops. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the laptop is not connected to the Internet.

### 8. RESPONSIBLE USE GUIDELINES

#### 8a: General Guidelines

- Responsible Use of Technology Agreement - Separate Document
- 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 School District of Elmwood.
- Students are responsible for their ethical and educational use of the technology resources of the School District of Elmwood.
- Access to the School District of Elmwood technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Responsible Use of Technology Agreement.
- 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 laptop viruses.
- Any attempt to alter data, the configuration of a laptop, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- Students and parents/guardians understand that the School District of Elmwood does not have control over information found on the Internet. Every attempt is made to block access from inappropriate material while the student is at school. Random checks will be done, and students with inappropriate material will be disciplined accordingly. The District is not able to control student usage of the device while at

home. It is the parent/guardian's responsibility to supervise information that a student is accessing from the Internet while at home.

#### 8b: Privacy and Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all laptop equipment is the property of the School District of Elmwood.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify your teacher or paraprofessional.

#### 8c: Legal Property

- 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.
- Plagiarism is a violation of the student policy. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

#### 8d: E-mail Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at anytime.

#### 8e: Consequences

- Students are responsible for the appropriate use of accounts and equipment issued to them.
- Non-compliance with the policies of this document or the Responsible Use of

Technology Agreement will result in disciplinary action.

- 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 email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

## 9. PROTECTING & STORING YOUR LAPTOP

### 9a: Laptop Identification

Student laptops will be labeled in the manner specified by the school similar to other textbooks and library books. Laptops will be identified in several ways:

- Record of district asset tag and serial number
- Serial number associated with student username (Google Document)
- Laptops are the responsibility of the student. This device will be yours for the duration of your time at Elmwood. *Take good care of it!*

### 9b: Account Security

- Students are required to use their user ID and password to protect their accounts and are required to keep that password confidential.

### 9c: Storing Your Laptop

- When students are not using their laptop, they should store them in their locked locker.
- Nothing should be placed on top of the laptop when stored in the locker.
- Laptops should be hung by the handles on their case from the middle hooks in their locker.
- Students should take their laptop home each day after school to charge it for the following day
- Laptops should not be stored in a student's vehicle at school or at home for security and temperature control measures.

### 9d: Laptops left in Unsupervised Areas

- Under no circumstances should laptops be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, locker rooms, unlocked classrooms, and hallways.

- Any laptop left in these areas is in danger of being stolen.
- If an unsupervised laptop is found, notify a staff member immediately.
- Unsupervised laptops will be confiscated by staff. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

#### 10. LAPTOP TECHNICAL SUPPORT

Technical support will be available through the business lab and Tech Ninjas. Laptop Center will be housed in the business lab. If they are unable to troubleshoot the problem, the laptop will be sent to our IT Department.

Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Laptops
- ALL REPAIRS must be completed by authorized district personnel

#### 11. INTERNET FILTERING SOFTWARE

While at school or at home, students will be required to authenticate the device to the district's internet filter server prior to use. Students may not connect to the internet in any other way and attempts to bypass the district's internet filtering server will constitute a violation of the Acceptable Use and Internet Safety Policy. Once on the school district's wireless network, all users will have filtered internet access just as they would on any other district owned device. The filtering capabilities provided by the district meet the guidelines established by the Children's Internet Protection Act (CIPA).

\* Internet usage is filtered both at home and at school and will be monitored

12. PARENT OPT OUT FORM



**Elmwood High School 1:1 Laptop Program Opt-Out Form**

Please complete this form and submit it to the office only if you wish for your student NOT to bring home a Laptop. Otherwise, there is no need to return it.

**Student Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The focus of the Laptop 1:1 Program is to empower students to become fully active participants in the learning process. Through the Laptop 1:1 Program initiative, students will acquire technological and critical thinking skills and will develop a sense of personal and social responsibility that will enable them to be successful in the world for which we are preparing them. Laptops will transform teaching practices and encourage students to engage in problem-based learning and help them to realize that teaching and learning can occur anytime, anyplace.

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_