

East Buchanan School District

1:1 Laptop Handbook



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East Buchanan School District 1:1 Laptop Handbook

Forward

The focus of the 1:1 Program in the East Buchanan School District 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. On 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.

The 1:1 Program is a unique opportunity to give your child access to some of the most current educational tools available and better prepare them for college and the work place.

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NOTE: The procedures and information within this document apply to all laptops used in the East Buchanan School District, including any other device considered by the building Principal to come under this policy.

1. LAPTOP SPECIFICATIONS

1.1 Technical Specifications

The laptop selected for use in the East Buchanan School District is the

Intel Classmate BA2.

This is a laptop and tablet in one! The screen folds over to lay flat in tablet mode or opens to be used as a laptop with keyboard. With a ruggedized design, Intel Quad Core Celeron Processor and 10-point capacitive touch, this ultra-mobile device can keep up with the challenges of fast-paced professions!

- **Ruggedized Features and Ultra-Mobility** – With features like a carrying handle, an easy to hold surface and reinforced corners for added protection, the BA2 can stand up to fieldwork by professionals such as doctors, nurses, EMT crews, law enforcement and military personnel. The scratch-resistant and shock mounted LCD screen and spill resistant keyboard and touchpad make the BA2 a practical choice for fast-paced professionals.
- **Runs Windows 10** – The BA2 is configured to run Windows 10.
- **Power When You Need It** – With Intel’s Quad Core Celeron Processor, the BA2 gets up to 10 hours of battery life (based on manufacturing specs and subject to change based on operating conditions.) This laptop offers plenty of power to run your professional software and allows quick and accurate data entry on the go.
- **Antimicrobial Protection** – Keyboards tend to get dirty. This keyboard can be wiped down to remove germs & contamination. For added protection, it’s optionally treated with an antimicrobial protective coating.
- **Educational Software** – When used in an education environment, the Intel Classmate is available with a whole host of powerful education computing software for use in the classroom.
- **Ruggedization** – The Intel Classmate BA2 Convertible was built to be used. Features like a scratch and water resistant LCD screen, spill resistant keyboard and touchpad, reinforced corners, shock mounted hard drive, and an easy to hold protective texturized surface help safeguard your investment.

Operating System: Genuine Windows 10 Professional

Weight: 3.5 lb

2. RECEIVING AND RETURNING YOUR LAPTOP

2.1 Receiving the Laptop

Generally, laptops will be distributed at the beginning of each school year and will be assigned to a particular student for the duration of the year. Parents & students must sign and return the Laptop Computer Agreement before the Laptop issued to their child may be taken home. The Laptop Computer Agreement outlines an OPTIONAL insurance plan for families to help protect the laptop investment for you and the school district.

- Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. This process may be modified if students demonstrate a lack of responsibility in laptop care or use. Laptops should not be stored in a vehicle at school or at home.
- Laptops are the property of the East Buchanan C-1 School District and can be confiscated or searched by district officials at any time.

2.2 Returning Your Laptop

The laptops and all accessories may be collected prior to Christmas break, and at the end of each school year for maintenance, cleaning, and software installations.

If a student transfers out of the East Buchanan School District during the school year, the laptop must be returned at that time. Students who withdraw, are suspended or expelled, or terminate enrollment from the East Buchanan School District for any other reason must return their individual school laptop with accessories on the date of withdrawal.

Upon return of the laptop, a Laptop Return Form will be filled out by the student and district staff member. Any damage to the laptop or its accessories will be noted. The district staff member will sign the form and make a copy that will be issued to the student as a receipt for the return of the laptop.

3. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. The process for handling laptops that are broken or fail to work properly is listed below:

- Students should take their laptop to the school library and complete a Laptop Repair Form if problems occur. The librarian will provide you with a receipt for your laptop. NEVER JUST LEAVE YOUR LAPTOP. MAKE SURE A SCHOOL OFFICIAL RECEIVES THE LAPTOP AND PROVIDES YOU WITH A RECEIPT.

3.1 Guidelines and General Precautions

- Know where your laptop is at all times!
- Students may not change the district assigned name of the laptop or any other laptop settings.
- Students may not do anything that interferes with the regular use or classroom operation of any laptop.
- 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.
- Students should never carry their laptop between classes or home without placing it in the protective case.

- Laptops should be shut down when not in use to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the East Buchanan School District.
- Laptops must never be left in a car, unlocked locker, or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.
- Laptops should always be at room temperature before booting. If they are cold, condensation may form and damage it. Never leave your laptop in a car where it will be subject to extreme heat or cold. This could also damage the laptop.

3.2 Carrying Laptops

Protective cases are provided for the laptops. These cases have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the laptop within the school. Laptops should always be within the protective case when carried or transported. In nearly every instance, the laptop should remain in the case while not being used. Laptops should not be placed inside of a backpack as the weight of books and other items can break the screen/device.

3.3 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.

- Do not lean on the top of the laptop when it is closed.
- Do not carry the laptop by the screen.
- Do not stack anything, such as books or other objects, on the laptop at any time.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the protective case that will press against the cover.
- Do not poke the screen or use a hard stylus or other instrument on the screen.
- Do not place anything on the screen before closing the cover (e.g. pens, pencils, or disks).
- Do not "bump" the laptop against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

HOW TO PROPERLY CLEAN YOUR LAPTOP'S SCREEN:

1. Start out by making your screen black by shutting down your laptop. [It's easier to see dust and debris this way.]
2. Remove any loose dust from the screen by carefully wiping it down with a soft, lint free cloth.
3. Spray a small amount [one or two sprays is plenty] of LCD cleaning liquid, glasses lens cleaner, or distilled water onto an anti-static cloth.

DO NOT SPRAY LIQUID DIRECTLY ONTO YOUR SCREEN or LAPTOP.

4. Start out by gently wiping away noticeable marks first before cleaning the whole screen. Be gentle when cleaning laptop screens, especially in the corners.

4. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. Laptops will be used to provide significant course content, provide access to the district Learning Management System (LMS), and provide access to the WebSIS Student Portal. Ultimately, the laptop will be used to access class materials, stored documents, presentations, web materials, instructional videos, school messages, announcements, calendars, schedules, and other information. Students must be responsible to bring their laptop to all classes. Students are also responsible for making sure that the material they wish to save gets saved to their personal network H: drives or their Google Apps account. The district is not responsible for any content that is lost due to student or laptop error.

4.1 Laptops Left at Home

Students are expected to bring their laptop with them every day just as they would with their text books. In the unusual circumstance where a student does not bring their laptop, they may be able to use a loaner laptop provided by the building library if available. Repeat violations will result in losing take home privileges of the laptop and possible disciplinary steps.

Loaner laptops must be returned to the building library by the end of the school day.

4.2 Laptop Undergoing Repair

If available, loaner laptops may be issued to students if their laptop requires repair or warranty service. Students can take the loaner laptops home with them while their assigned laptop is being repaired.

4.3 Charging Your Laptop's Battery

Unless other classroom arrangements are instituted, 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.

Laptops have a 8-10 hour life on each charge. Therefore, if you start the day with the laptop fully charged you should have sufficient charge to utilize the laptop in all classes. In cases where use of the laptop has caused batteries to become discharged, students may be able to have their laptop charged in the library during a block. Repeat offenders may result in losing take home privileges of the laptop and possible disciplinary steps.

4.4 Content

- Inappropriate media or content are not allowed on the laptops.
- All backgrounds and titles must be appropriate and in good taste at the sole discretion of the teacher and building administrator.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

- Recording of any class session or other students is only allowed if given prior consent by the instructor. Posting of any recordings, audio or video, to the internet is prohibited for students and should only be done by an instructor.

4.5 Sound

Sound must be muted, at all times unless earbuds are being used or permission is obtained from the teacher to play sound for instructional purposes or activities. Students may only use earbuds or headphones in the classroom with permission of the teacher and for instructional purposes.

4.6 Printing

Students will have access to print essential school related items using printers in office, libraries, and computer labs. Students must have the teachers' permission to print materials. Please remember to only print essential information. Saving information to a document for later reference on your laptop may be a more efficient means of gathering and storing information.

5. SOFTWARE ON LAPTOPS

5.1 Original Software

The East Buchanan School District will install all software for the laptops prior to them being distributed. Software installation by students is prohibited. The laptops will have Microsoft Office 2019 installed on them and students will have access to their Google Apps for Education whenever the laptop is connected to the internet.

5.2 Inspection

The district reserves the right to inspect any district owned device to insure that the device is being properly maintained in accordance with district requirements. Students will be selected at random for inspection or upon reasonable suspicion. When selected, the student must provide their laptop for inspection.

5.3 Procedure for Re-loading Software

If technical difficulties occur, illegal software is discovered, or inappropriate materials are found, the laptop may be re-imaged to new conditions to correct the issue. The district does not accept responsibility for the loss of any data or other content that may be deleted due to re-imaging.

5.4 Software and Application Upgrades

Upgrade versions of licensed software and applications are available from time to time. Students will be informed when software is available and will be provided with the instructions detailing the process for installing updates. Some updates will only be installed during the annual maintenance window.

6. RIGHTS & RESTRICTIONS

6.1 Using the Laptop at Home

Casual personal use while at home is allowed, provided it does NOT interfere with normal operation of the laptop, violate the district Acceptable Use Policy, or break any laws.

6.2 Filtering

Filtering software is installed on all district-owned computers and laptops that blocks and logs user Internet activity in accordance to the Children's Internet Protection Act. These logs can be accessed at anytime by district officials.

7. ACCEPTABLE USE

Students are bound by the East Buchanan C-1 Schools Student - Acceptable Use Policy (AUP). Students will not be allowed to take home their laptop until they have read and signed the Acceptable Use Policy and the Laptop/Computer Agreement.

7.1 Online Usage:

- Never reveal identifying information in your screen name, profile or conversations to people you do not know. Information such as name, address, phone number, school name, etc... should not be openly shared.
- Remember any information you post could potentially be viewed by anyone.
- Do not post pictures that may be embarrassing or could lead to unwanted attention.
- Never arrange a face-to-face meeting with a stranger from the Internet.
- Remember that there are no "take backs" online. Once information is posted it is always out there even if you delete it.
- If something or someone online does not seem legitimate then tell your parents or a trusted adult immediately.

7.2 Cyberbullying:

Cyberbullying is when one or more students slander, threaten, harass, humiliate, embarrass or otherwise target another student using digital technologies. Cyberbullying is not tolerated by the East Buchanan School District.

8. PROTECTING & STORING YOUR LAPTOP

8.1 Laptop Identification

Student laptops are labeled in a manner specified by the school. Laptops can be identified in the following ways:

Record of serial number and school district asset tag

Individual User account name

Students are not allowed to remove, deface, or modify any district or product labeling.

Violations will result in disciplinary action.

8.2 Laptop Access and Storage

Protective cases are provided for the laptops. These cases have sufficient padding to protect the laptop in normal treatment situations and provide a suitable means for carrying and storing the laptop within the school environment. In nearly every instance, the laptop should remain in the case except while being used. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed, so they can be fully charged for the next day. Laptops should not be stored in a student's vehicle at school or at home. At any time during this 1-1 Program, student overnight use of laptops may be restricted if problems arise.

8.3 Loss or Damage

In cases of theft, vandalism and other criminal acts, a police report, or in the case of a fire, a fire report MUST be filed by the student or parent. A copy of the police/fire report must be provided to the Principal's office. If it is determined by the school that there was intentional, willful, or neglectful damage to the laptop, then the student/parent will be responsible for full payment of the damage.

8.4 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, locker rooms, library, unlocked classrooms, unlocked lockers, bathrooms 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 Office. If a student violates this requirement, a warning will be assessed the first time. Additional disciplinary action may be assessed for subsequent offenses, including loss of laptop privileges.

9. REPAIRING OR REPLACING YOUR LAPTOP

9.1 Manufacturers Warranty

This coverage is part of the purchase price of the equipment. The manufacturer 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 or replace the laptop. The manufacturer's warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all laptop problems to the School library immediately. Ask the librarian for a laptop repair request form, which will be available for students who have technical difficulties with their assigned laptop. District staff will evaluate the problems and work with the manufacturer for all warranty claims and repairs.

9.2 Accidental Damage Protection (OPTIONAL)

The East Buchanan School District will provide optional coverage to protect the laptops against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. If purchased, this coverage will provide for damage caused by fire, theft, and accidental damage as per the guidelines of the Laptop Protection Plan. District personnel will assess the laptop damage, and repair or replace the machine, as determined by District personnel. Necessary repairs will be

handled in-house or through the district selected vendor. Please report all laptop problems to the School library immediately.

9.3 East Buchanan Laptop Protection Plan (LPP) Details

Each student may obtain laptop protection coverage through the East Buchanan Laptop Protection Plan (LPP). Without this protection plan, students are responsible for the full cost of any repair or replacement. The East Buchanan LPP is available for students and parents to help cover laptop replacement or repair in the event of fire, theft, or accidental damage (including accidental spills), and power surges. The protection cost is \$35.00 annually for each laptop (\$100.00 maximum per family). Payments can be made per semester for \$20 per semester. This fee is non-refundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year when the laptop is returned to the district. The LPP covers: accidental damage greater than \$50.00 not caused by willful neglect or abuse, and theft or loss in a fire (upon submittal of a police/fire report). Damages of less than \$50.00 are billed at the actual repair cost and no insurance claim is used. The LPP does not cover: cosmetic damage, damage or loss of equipment or accessories valued less than \$50.00, damage or loss of AC power adapter, defacing of the laptop, willful destruction of any part of the laptop, attempted self repair of laptop, loss of the laptop, theft of the laptop without a police report. If a student/family chooses to opt out of plan coverage then the student/family will assume full liability for any damage or loss of the laptop and will be required to pay the actual repair/replacement costs for the laptop, at their own expense, as determined by the District at current District pricing guidelines. Students/Parents are responsible for full payment of repair/replacement costs due to intentional damages to laptops regardless of optional plan coverage.

9.4 Claims

All protection plan claims must be reported to the office immediately. In the case of loss by fire, or theft, 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 East Buchanan School District LPP. Fraudulent reporting of fire, theft, or accidental damage will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action.

The District will work with the Sheriff's Department to alert pawnshops and police departments in the area for any theft or loss of District-owned equipment.

9.5 Deductible

First Claim: \$50.00

Second Claim: \$100.00

Third Claim: NO Coverage

There will be a \$50.00 deductible charge for the first claim, \$100.00 deductible for a second claim. There is NO coverage after a second claim within each school year. Full repair/replacement costs will be the responsibility of the student/parents after a second claim within a school year. Replacement under this plan may be with a used or refurbished device of similar functionality.

9.6 Current Pricing (As of 8/2019)

- A/C Adapter - \$25.00
- Bag - \$12.00
- Screen - \$150.00
- Hinge - \$25.00
- Keyboard - \$25.00
- Plastic Shell - \$\$\$ Varies by each individual piece at around \$10-\$15 each
- Battery - \$39.00
- Motherboard - \$150.00
- Complete Laptop - \$458.00

9.7 Example Claim

The most common damage is a broken screen. In the case of a student without LPP coverage the student would be responsible for the entire \$150.00 cost for a new LCD Touchscreen. With LPP Coverage the student would only be charged the \$50.00 deductible for the repair (for a total cost of \$85 with the \$35 premium added in). The benefits add up even more for a complete replacement, when multiple components are damaged in an accident, or both claims are needed within the same school year.

10. LAPTOP TECHNICAL SUPPORT

District technology staff or building library staff will be available during school hours to coordinate the repair work for laptops. Any problems with the laptop should be reported to the School Library immediately.

Services provided by technicians include the following:

- Hardware maintenance and repairs
- User account support
- Operating system or software configuration
- Laptop re-imaging (NOT responsible for personal data on the device)
- Updates and application installations
- Coordination and completion of warranty repairs
- Distribution of loaner laptops and power adapters

11. LAPTOP DO'S AND DON'TS OVERVIEW

Laptop Do's:

- The laptop should be used for educational purposes only.

- The laptop should always be in the carrying case provided by the district when not in use.
- The laptop should always be brought to school with a charged battery.
- The laptop should be used only by the individual it is assigned to.
- Students should utilize their Google 'Drive' in the cloud or their District H:\ drives to back up their files when in the district.
- Students should be familiar with and follow district policies relating to the computers and the Internet.
- The laptops should be handled and treated with care at ALL times.

Laptop Don'ts:

- The laptop should not be left unattended.
- The laptop should not be transported in backpacks (even when it's in padded carrying case).
- The laptop should not be tossed or thrown even when in padded carrying case.
- The laptop should not be used while eating and drinking.
- The laptop case should not be used to carry anything other than the laptop.
- The laptop should not have anything placed on top of it.
- The laptop should not be defaced.
- Do not carry the laptop by the screen.
- Do not excessively or un-necessarily rotate the convertible screen.
- Do not remove district labels and asset tags from the laptop.
- Do not alter the appearance of the laptop in any way with markers, stickers, etc...
- Do not insert items into ports that they are not intended for.
- Do not remove or switch keys from the keyboard.
- Student should not share any of their passwords or login information, or allow anyone access to a program, system, or database under their login.
- Student should not store inappropriate or illegal images, videos, music, or games on laptops.
- Student should not circumvent the district Internet filter.
- Student should not access any inappropriate sites that may contain questionable adult content.

12. STUDENT LAPTOP FAQ's:

Q: How will the laptops be distributed?

A: Parents & students must sign and return the Laptop Computer Delivery Paperwork before the laptop issued to their child may be taken home. Students must also read and sign the district's Acceptable Use Policy before laptops will be issued.

Q: How long does the battery last?

A: On average, the battery operates the laptop for approximately 8 hours. It is rated at 10 hours, but results will vary depending on use.

Q: What if a laptop battery runs out during the day?

A: School libraries have loaner laptops and can charge batteries if available.

Q: What if a student forgets their laptop at home or it is under repair?

A: In the School Library, loaner laptops will be available for students who have their laptop undergoing repair or if their assigned laptop was left at home.

Q: Will students be able to access inappropriate websites when using the laptop outside of the district?

A: The district's Internet filter is configured to provide the same filter restrictions whether the device is operating on the district network or outside of the district when it is connected to another Internet source. NO filter is 100% fool-proof, therefore parents may want to supervise their child's internet usage at home, and students need to be responsible for any online activity and follow district policies and procedures at all times.

Q: How will the laptops be marked so students will know which one is theirs?

A: There is a label on the laptop with the student's Username. There will be a name tag on the outside of the carrying case for each laptop that will have the student's name and/or Asset Tag # on it when delivered. Students can attach a ribbon or other easily removable item on the bag handle to help them recognize their laptop from others (think of the baggage claim carousel at the airport).

Q: What operating system will the laptops have?

A: Windows 10 Pro

Q: Will the laptops have productivity software on them?

A: The laptops have Microsoft Office 2019 installed on them and students will have access to their Google Apps for Education whenever the laptop is connected to the internet.

Q: How often are the laptops backed up?

A: Documents are saved to the hard drive on the laptops by default. Students are expected to back up their documents to their Google 'Drive' (in the cloud) or onto their district network H: Drive. Automatic backups are NOT configured.

Q: Can students add software to their laptops?

A: Due to license tracking and potential interference with network software students are not allowed to add software to the laptops. The district has preloaded multiple resources for student use. Special, additional software may be added by the district to accommodate certain classes.

Q: What if a student loses or damages a laptop?

A: There is an optional protection plan that parents can purchase for their student's laptop. It is a \$35 non-refundable fee per year that covers accidental damage, theft and fire (with police report). Loss and cosmetic damage are not covered under this plan. If students/parents do not purchase this plan, they assume total financial responsibility for any and all damage, repairs or replacement.

Q: May students use their personal laptops or computing devices instead of the laptop?

A: Personal devices are not allowed access to the district network or the district wireless system and are not a suitable substitute for the district assigned laptops.

Q: Will the laptop be compatible with home-based Internet connections (wireless and wired)?

A: The laptops will be compatible with home wireless and wired Internet connections. There will be District 'Hotspots' in the front parking areas in front of all schools. They also will connect to commercial and free or open Wi-Fi services that are offered at businesses, such as restaurant cafes, and public libraries.

Q: Can parents use the laptops to access student grades online?

A: These laptops are not designed to be a family computer and are intended for the sole use of the student it is issued to for school related purposes only.

Q: Will students have access to technology support on evenings and weekends?

A: District technical support is only offered during school days & times.

LAPTOP COMPUTER AGREEMENT

The East Buchanan 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 laptop is considered essential to curriculum delivery and provides a unique opportunity to extend learning for all students. With this in mind, all parties have certain implicit responsibilities. The following outlines some of the expectations as well as the various areas of protection against accidental damage and loss. While the protection plan is optional, students must have a signed form on file to be allowed to take their laptop home. The total replacement cost for this laptop is \$469.00.

ACCIDENTAL DAMAGE PROTECTION (optional): As a service to parents, the East Buchanan School District will provide an optional protection plan designed to cover laptops against accidental damage such as: liquid spills, accidental drops, power surges, vandalism, and natural disasters. This coverage will also provide protection for damage caused by fire or theft. District personnel will assess the laptop damage and arrange for repair or replacement of the laptop with only a deductible cost if the damage is determined to be within the program guidelines. Cosmetic damage is not covered under the plan.

School District Protection Plan-Details:

The school district will provide an optional protection plan that can be purchased for an annual fee of \$35.00. The \$35.00 payment is non-refundable. Payments can be made per semester for \$20, 1st payment due upon receipt of the laptop, 2nd payment is due **before Winter Break** so there isn't a **lapse in coverage**. This protection coverage has a \$50.00 deductible for the first occurrence and a \$100.00 deductible for the second occurrence. No coverage is available after the second occurrence within a school year, and the student/parent will be responsible for all costs. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year when the laptop is returned to the district.

If a student/family chooses to opt out of plan coverage, then the student/family will assume full liability for any damage or loss of the laptop and will pay the District for the repair/replacement of the laptop, at current District pricing guidelines. **This is the same responsibility that is currently in place with all district owned instructional materials that are used by students.**

ADDITIONAL INFORMATION: The replacement cost of the laptop is the responsibility of the student/parent and must be paid to the district before the laptop can be repaired or replaced. 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 before an Insurance Claim will be processed.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of repair/replacement costs due to intentional damages to laptops regardless of optional plan coverage.

Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio.
- Parents are responsible for any monetary charges to any personal credit card that has been used on the laptop.
- Parents are responsible for the return of the laptop, case, and power cords to the district, or pay \$469.00 for replacement.

School Responsibilities

- Provide Internet and Email access to its students while on school grounds.
- Provide Internet blocking of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to school lockers. The East Buchanan School District reserves the right to review, monitor, and restrict information stored on or transmitted via East Buchanan School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance with the Student Acceptable Use Policy.

KEEP THIS PAGE FOR YOUR REFERENCE

<<FirstName>> <<LastName>>'s Responsibilities:

<<GL>>

- Use District Laptops, Computers, and other Devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to network use and according to the East Buchanan School District Student Acceptable Use Policy. This policy is available online in the student handbooks .
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via East Buchanan School District's designated Internet System is at your own risk. East Buchanan School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping East Buchanan School District protect our computer system/device by *immediately* contacting a teacher, administrator, or technology specialist about any hardware, software, or security problems they may encounter.
- Monitoring all activity on their account(s).

Read each line below so you understand the School District's expectations:

- **I will** take good care of my assigned laptop.
- **I will never** leave my laptop unattended.
- **I will never** loan out my laptop to other individuals.
- **I will** know where my laptop is at all times.
- **I will charge my laptop's battery every night at home.**
- **I will not** change any settings on my laptop without permission.
- **I will not** change the name of my laptop.
- **I will not install software on my laptop** unless I have permission from a teacher or administrator.
- **I will** keep food and beverages away from my laptop.
- **I will not** disassemble any part of my laptop or attempt any repairs.
- **I will** protect my laptop by always carrying it securely with both hands or in the case provided.
- **I will** never take my laptop out of the provided case unless specifically told to do so while in class.
- **I will** use my laptop in ways that are appropriate, meet District expectations, and are educational.
- **I will not** place decorations (such as stickers, markers, etc.) on the laptop itself.
- **I will** keep the laptop case clean, without marks or decorations.
- **I will not** deface the serial number, ID sticker, or any other identification information on any laptop.
- **I will not do/install** anything to my laptop that would interfere with its regular operation, or its educational use.
- **I will not** use my laptop camera to take photos or movies on campus without the permission of a teacher.
- **I will not** take a photo or video of a person without their permission and knowledge.
- **I will not** record audio without a person's permission and knowledge.
- **I understand** that my laptop is subject to inspection at any time without notice and remains the property of East Buchanan School District.
- **I will** follow the policies outlined in the laptop Handbook while at school, as well as outside the school day.
- **I will** file a police report in case of theft, vandalism, and other acts beyond my control.
- **I will** be responsible for all damage or loss caused by neglect or abuse.

I will return the District's laptop, case, and power cords, in good working condition if/when I leave the East Buchanan School District, or by the designated date at the end of the school year.

Student Acceptable Use Policy

(Rev.1415-01)

Please read all 4 pages of this document and check/sign below to agree to the terms and conditions. Failure to complete this agreement form and/or failure to agree with all of the terms and conditions within will result in limited access to the East Buchanan C-1 School District network and technology equipment.

Students – Please complete the following:

My signature acknowledges that I have read all 4 pages of the Student Acceptable Use Policy and agree to follow all of the terms and conditions contained within.

Student's Signature

Date

Parents – Please complete the following:

My signature acknowledges that I have read all 4 pages of the Student Acceptable Use Policy and agree to allow my child to use the East Buchanan C-1 School District's technology equipment and network. I understand that this is a privilege, not a right, and that it may be revoked if my child does not follow all of the terms and conditions stated within. East Buchanan C-1 School District has content filters in place to block inappropriate material. I understand that no filter is 100% effective and some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent's Signature

Date

Parents:

Occasionally the district, or it designees, will post photos of students (groups only) and/or their work to the School's Website. If you do not want your student to be a part of this, you will need to send a signed/dated letter to the school office stating such. I.E...

I (Parent's Name) do not want pictures of my child, (Children's Name), to be posted on the school's website. And/or do not want images of my student's work to be posted on the school's website.

Parent's Printed Name: _____

Student's Printed Name: _____

Grade: _____

Student Acceptable Use Policy

(Rev.1415-01)

I.) Rights

No student will be given “privileged” access to the district's technology resources until the district receives a *User Agreement* signed by the student and the student's parent(s), guardian(s), or person(s) standing in the place of a parent. Students who do not have a *User Agreement* on file with the district may be granted permission to use district technology by the superintendent or designee.

II.) Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources. All district technology resources are considered district property. The district may examine all information stored on district technology resources at any time. The district may monitor student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

III.) Violations of Technology Usage Policies and Procedures

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. The administration may use disciplinary measures to enforce district policy, regulations and procedures. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

IV.) Damages

All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, may be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

V.) General Rules and Responsibilities

The following rules and responsibilities will be followed by all users of the district technology resources. Violation of these rules may result in the termination or suspension of the user's account pending investigative measures.

- A. Applying for a user ID under false pretenses is prohibited.
- B. Using another person's user ID and/or password for any reason is prohibited.
- C. Sharing one's user ID and/or password with any other person is prohibited.
- D. Deleting, examining, copying or modifying files and/or data belonging to other users, without their prior consent, is prohibited.
- E. Mass consumption of technology resources that inhibits use by others is prohibited.
- F. Unless authorized by the district, non-educational Internet usage is prohibited.
- G. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- H. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
- I. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.

J. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.

K. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.

L. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.

M. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or the violation of any person's rights under applicable laws is prohibited.

N. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.

O. Users may only use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.

P. At no time will district technology or software be removed from the district premises, unless authorized by the district.

Q. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.

R. All damages incurred due to the misuse of the district's technology may be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

VI.) Technology Security and Unauthorized Access

All users shall immediately report any security problems or misuse of the district's technology resources to a Teacher, Administrator, or the Technology Director. No person will be given access to district technology if he/she is considered a security risk by the Superintendent, Technology Director, or designee.

A. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.

B. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.

C. The unauthorized copying of system files is prohibited.

D. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.

E. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.

F. The introduction of disruptive/destructive programs into a school computer, the network, or any external networks is prohibited. Including, but not limited to; computer "viruses," "hacking" tools, scripts, & logic bombs.

- G. Accessing Proxy servers for any reason without permission from the Technology Director is prohibited.
- H. Any attempt to connect to other systems, in evasion of the district security systems, is prohibited.
- I. Any attempt to connect to district resources using equipment not approved by the Technology Director is prohibited.

VII.) Online Safety - Disclosure, Use, and Dissemination of Personal Information

- A. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- B. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
- C. Student users shall not agree to meet with someone they have met online without parental approval.
- D. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable, in any way.
- E. Users shall receive or transmit communications using only district-approved and district managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
- I. East Buchanan C-1 School District reserves the right to limit access to any materials designated by the Technology Director.

VIII.) Electronic Mail

Students in grades 6-12 will be provided a restricted district email account through Google Apps for Education. 11th-12th grade students may obtain unrestricted email privileges after signing the separate Student E-Mail AUP. **Personal e-mail accounts are not allowed to be used while at school.**

- A. Forgery or attempted forgery of e-mail messages is prohibited.
- B. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
- C. All users must adhere to the same standards for communicating online that are expected in the classroom, and consistent with district policies, regulations and procedures.

IX.) Exceptions

Exceptions to district rules may be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies, regulations or procedures. Exceptions may also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

X.) Waiver

Any user who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations and procedures may request a waiver from the Technology Director and the building principal, superintendent, or designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved.

XI.) No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products and/or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, non-deliveries, miss-deliveries or service interruptions. The district does not guarantee the accuracy, quality, or appropriateness of information obtained from the Internet or use of

its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

XII.) Exception of Terms and Conditions

All terms and conditions as stated in this document are applicable to the East Buchanan C-1 School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Missouri, and the United States of America.