

***Laptop Policy, Procedures,  
and Information***



***Kimball High School/Middle  
School***

***2018-2019***

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### **Kimball High School Laptop Program**

The main focus of the Kimball 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.

The policies, procedures and information within this document apply to all laptops used at Kimball High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for computer use in their classroom.

#### **1. RECEIVING YOUR LAPTOP & LAPTOP CHECK-IN**

##### **1.1 Receiving Your Laptop**

Laptops will be distributed each fall during “*Laptop Orientation*.” **Parents & students must sign and return the Laptop Computer Protection plan and Student Pledge documents before the laptop can be issued to their child.** The Laptop Computer Protection plan outlines three options for families to protect the laptop investment for the school district. 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 KHS.

##### **1.2 Laptop Check-in**

Laptops will be returned during final checkout on the last day of school. If a student transfers out of the Kimball School District during the school year, the laptop will be returned at that time.

##### **1.3 Check-in Fines**

If your laptop and/or power adapter has been damaged, defaced, or lost, you will be fined respectively for the damage at the end of the year during student laptop check-in or when checking out to transfer to another district. See Cost of Repairs on page 13.

Individual school laptop computers and accessories must be returned to the Kimball School District at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at KHS 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 KHS, 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 Kimball Police Department.

## 2. 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 Mr. Lehr or Mr. Sommervold.

### 2.1 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.
- Students should never carry their laptops while the screen is open.
- Laptops should be shut down before moving them to conserve battery life and to synchronize documents.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Kimball School District. Students will be fined \$5.00 per sticker at check-in.
- Laptops should never be left in an unlocked car.
- Students are responsible for keeping their laptop's battery charged for school each day.

### 2.2 Carrying Laptops

The protective cases **will not** be provided with laptops. Each student is required to carry the laptop in case with sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer. The guidelines below should be followed:

- Laptops should always be within the protective case when carried.
- 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 and to avoid ripping the cases.
- The laptop should be turned off before placing it in the carrying case.

### 2.3 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 place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the laptop against lockers, walls, car doors, floors, etc as it will eventually break the screen

## 3. 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 may be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically instructed not to do so by their teacher.

### 3.1 Laptops Left at Home

If students leave their laptop at home, they must make arrangements with their teacher to get access to a computer. If a student repeatedly (3 or more times as determined by any staff member) leaves their laptop at home, they will be required to "check out" their laptop from the office for 3 weeks. Second offense will result in the loss of laptop privileges for 3 weeks.

### 3.2 Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair with the technology coordinator.

### 3.3 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.

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

### **3.4 Screensavers and Student Data**

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

### **3.5 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is not allowed on the laptop. No streaming music is allowed.
- NO Internet Games are allowed on the laptops during school hours. NO games can be installed.

### **3.6 Printing**

Students may use printers in the following rooms before/after school and during class with a teacher's permission: HP 4014 High School Hallway, HP Color LaserJet 4700, and Ricoh Afriocio MP 2550 Ag Room. NO personal printers will be allowed to be installed on school laptops.

### **3.7 Home Internet Access**

Students are allowed to set up DSL and wireless networks on their laptops.

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving to the Documents/Home Directory**

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 a **Documents/Home Directory** in which students should save their work. The **Documents/Home Directory** can be synchronized to the server while they are on the high school network. When a student adds a document to the **Documents/Home Directory** folder while working at home or away from school, that document can then be copied to the server when the student logs onto the school network. Students should synchronize their documents before leaving school each night AND when they get to school each morning.

Additional folders in the **Documents/Home Directory** may be created or added by the student. All student work should be stored in one of the **Documents/Home Directory** folders. Only files stored in the **Documents/Home Directory** will be automatically backed up and saved when synchronizing. Student work saved to a different location on the computer will not be saved to the server.

Storage space will be available on the laptop's desktop—BUT it will NOT be backed up in case of re-imaging.

### **4.2 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 sticks may be purchased at a local retailer.

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.

### **4.3 Network Connectivity**

The Kimball School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

## 5. SOFTWARE ON LAPTOPS

### 5.1 Originally Installed Software

The software originally installed by the Kimball School District must remain on the laptop in usable condition and be easily accessible at all times.

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 updates of laptops will be made to ensure that software that is no longer required in class is removed and that the school has not exceeded its licenses.

### 5.2 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 servers are also installed with virus protection software. If a virus is found upon scanning, the student must turn in his/her laptop to the technology office BEFORE hooking it to the network the next day.

### 5.3 Inspection

Laptops are the property of the school and are loaned to the students free of charge. The Administration and/or staff can request a laptop inspection at any time. Random laptop inspections will be held periodically.

### 5.4 Procedure for re-loading software

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

### 5.5 Software upgrades

Upgrade versions of licensed software are available from time to time. Students may be required to check in their laptops for periodic updates.

## 6. ACCEPTABLE USE

The Kimball School District is pleased to be able to offer access to the district computers which provide the necessary programs required by classes and the district network which provides access to electronic mail (e-mail), student data storage, and the Internet. To gain access to these resources, students and parents must sign and return this form to help desk.

**While these materials are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or find ways to use provided hardware and software beyond its educational intent. For this reason, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to the Internet, e-mail, or other technology privileges. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.**

Many responsibilities result from the use of these technologies in the educational setting.

### 6.1 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 do on the use of all media information sources such as television, telephones, movies, and radio.
- CIPA Regulations (Child Information Protection Act): The Kimball School District is in compliance with CIPA regulation by having off-site content filtering on all electronic devices owned by the school district. The student could be subject to controversial web content without proper monitoring. It should also be noted that if your child attempts to put any harmful or illegal content on the laptops, both the student and parent/guardian will take full responsibility.

### 6.2 School Responsibilities are to:

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials while on the school network.
- Provide network data storage areas.  
These will be treated similar to school lockers. Kimball School District reserves the right to review, monitor, and restrict information stored on or transmitted via Kimball School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

### **6.3 Students are Responsibilities for:**

- Using computers in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to computer use.
- 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 students own negligence, errors or omissions. Use of any information obtained via Kimball School District’s designated Internet System is at your own risk. Kimball School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Kimball School District protect our computer system by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always log off the computer after they are done working to protect their accounts and files. If a student does not log off, any email or Internet activity under their name will be considered their responsibility.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.

### **6.4 Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- During school hours, students are strictly prohibited from:
  - Access or use of any other e-mail program or account other than the one issued by the school-EX: Hotmail, Yahoo Mail, MSN Mail
  - Use of chat rooms, sites selling term papers, book reports and other forms of student work
  - Messaging/Social Networking services-EX: MSN Messenger, ICQ, MySpace, FaceBook, etc
  - Internet/Computer Games that are not of an educational nature
  - Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Use of outside program disks
- Changing of computer settings
- Downloading and Executing Files-EX: MSN Messenger, games, etc
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student’s accounts, files, and/or data
- Password sharing
- Use of the school’s internet/E-mail accounts/hardware for financial or commercial gain or for any illegal activity
- While using school equipment, students are strictly prohibited from:
  - Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
  - Giving out personal information except in an instructional context or in the performance of Kimball School District business and with permission of the school district.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

### **6.5 Laptop Care**

Students will be held responsible for maintaining their individual school computers and keeping them in good working order.

- Computer batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Kimball School District may be applied to the computer.
- Computer sleeves/bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve/bags replacement fee.
- Computers that malfunction or are damaged must be reported to the tech coordinator or principal. The school district will be responsible for repairing computers that malfunction. Laptops that have been damaged from normal use or are accidentally damaged will be repaired with minimal cost to the student (approximately 10% of the cost of the parts needing replaced). Students will be entirely responsible for the cost of repairs to laptops that are damaged intentionally.
- **Laptop damage: Students who have recorded 3 or more instances of laptop damage may be asked to check their laptop in with the tech coordinator principal. Future laptop privileges will be determined by the tech coordinator and principal.**
- Laptops that are stolen must be reported immediately to the Administrative Office and the police department.

Furthermore, the student will be responsible for any damage to the computer, and must return the computer and accessories to the tech coordinator or principal in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

### **6.6 Legal Propriety**

- 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 KHS Student Handbook. 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 punishment under the Acceptable Internet and Electronic Mail Use Policy. 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.

### **6.7 Student Discipline**

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

#### **Minor Violations**

- Step 1\* The Principal will verbally inform the student of the violation. The Principal will inform the parent/guardian in writing of the violation and consequences with a copy filed in the Principal's office. Network/Internet privileges may be revoked for up to two school days.
- Step 2\* Same as the first violation except that Network/Internet privileges may be revoked for up to five school days.
- Step 3\* Same as the first violation except that Network/Internet privileges may be revoked for up to ten school days.

#### **Major Violations**

- Step 1\* The Principal will verbally inform the student of the violation. The Principal will inform the parents/guardian in writing of the violation and consequences with a copy filed in the Principal's office. Network/Internet privileges may be revoked for up to three weeks.
- Step 2\* Same as the first violation except that Network/Internet privileges may be revoked for up to one semester of school
- Step 3\* Same as the first violation except that Network/Internet privileges may be revoked for the remainder of the school year.

Senior students will also lose their senior privilege during this same period.

\*Discipline consequences may vary depending on the severity of the offense.

Computers owned by the Kimball School District are for Educational purposes ONLY.



### **6.8 5<sup>th</sup>-10<sup>th</sup> Grade Policy**

All 5<sup>th</sup>-10<sup>th</sup> grade students will not be allowed to take their computers home. The only exception for this is if a student is enrolled in an online course.

Beginning at midterm of the 1<sup>st</sup> quarter, all middle school student's receiving a D (includes D+ and D-) or an F in any class, they will lose their laptop privileges, except when teachers deem it necessary.

### **6.10 Cyberbullying**

"Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate and hostile behavior by an individual or group that is intended to harm others." - Bill Belsey

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of a principal or teacher.

The administration shall fully investigate all reports of cyber bullying.

In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the education process so that it markedly interrupts or severely impedes the day-to-day operation of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, suspension, or expulsion for verified perpetrators of cyber bullying. Discipline for cyberbullying will be handled on a case by case basis. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

### **6.11 LANSchool**

LANSchool is the student computer monitoring software. This software allows teachers to connect to their students during class or study hall to monitor their computer activity. If a student disconnects from their instructor or turns off wireless access, it will be considered insubordination. The student will be assigned to detention and/or sent to the office for further disciplinary steps. If a student commits a 2<sup>nd</sup> offense, it will result in detention and being placed on the first Laptop Disciplinary Step (Losing take home privileges for three weeks). If a third offense occurs, it will result in In-School Suspension and being placed on the second Disciplinary Step (Losing ALL use of laptop for three weeks).

## **7. PROTECTING & STORING YOUR LAPTOP COMPUTER**

### **7.1 Laptop Identification**

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

- Record of serial number
- Individual User account name and password

### **7.2 Password Protection**

Students are expected to password protect their laptops by setting a network logon password and keeping that password confidential. If a student fails to keep this confidentiality agreement and any part of this policy has not been followed, appropriate disciplinary steps will be followed.

### **7.3 Storing Your Laptop**

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.

### **7.4 Laptops Left in Unsupervised Areas**

If a student leaves his/her Computer in a teacher's classroom or in study hall, the teacher is NOT responsible for its safety. The Computer will remain in the teacher's room until such time as the student returns to pick it up during school hours. At 3:55 PM the student will no longer be able to retrieve the computer which will remain in the locked room until the following day when the room is again open. Students will NOT ask school staff to open a room after 3:55. A student who violates this policy will be assigned detention. If a student's Computer and/or power cord turn up missing, the student will be responsible for the cost of replacing them.

Under no circumstances should Computers and cords be left in unsupervised areas. Unsupervised areas include any classroom without a class, locker rooms, weight room, multi-purpose room, and either gym. Any Computer left in these areas is in danger of being stolen. If a computer is turned into the office after being found in an unsupervised area, the "owner" will lose his/her computer privileges for a minimum of 2 days.

## **8. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER**

### **8.1 Manufacturer Warranty**

This coverage is purchased by the Kimball School District as part of the purchase price of the equipment. The manufacturer warranties 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 manufactory warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all laptop problems to the technology office or principal's office.

### **8.2 Personal Insurance**

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.

### **8.3 Claims**

All insurance claims must be reported to the Technology Coordinator or Principal. If a laptop is lost, stolen, or damaged, students or parents must file a police or fire report and bring a copy of the report to the administrator's office before a laptop can be repaired or replaced with School District Protection.

The District will work with the Kimball Police Department to alert the local police department to be aware of this District-owned equipment.

## **9. LAPTOP TECHNICAL SUPPORT**

The Technology Coordinator organizes the repair work for laptops. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner laptops and batteries

## **10. Use of Technology Resources Policy**

### **10.1 Regulations**

The use of the Kimball School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Kimball School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Kimball 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 Kimball School District's Uniform Code of Behavior shall be applied to student infractions.

### **10.2 User Terms and Conditions**

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

- The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Kimball 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.
- 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. Users should not expect that anything stored on school computers or networks will be private.
- Prohibited technology resources activities include, but are not limited to, the following:

### **10.3 Computer Laptop Violations:**

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
  - Downloading or transmitting multi-player game, illegally obtained music, or video files (including youtube, google/yahoo video, etc) using the school network.
  - Vandalizing, damaging, or disabling property of the school or another individual or organization.
  - Accessing another individual's materials, information, or files without permission.
  - Using the network, Internet, or school hardware for commercial, political campaign, or financial gain purposes.
  - Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
  - Promoting or soliciting for illegal activities.
  - Attempting to repair, remove or install hardware components reserved for an authorized service technician.
  - Violating copyright or other protected material laws.
  - 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.
- Intentionally wasting school resources.

### **Infractions of any policy included in this Acceptable Use Policy/Handbook will result in the following consequences:**

#### **Minor Violations**

- Step 1\*      The Principal will verbally inform the student of the violation. The Principal will inform the parent/guardian in writing of the violation and consequences with a copy filed in the Principal's office. Network/Internet privileges may be revoked for up to two school days.
- Step 2\*      Same as the first violation except that Network/Internet privileges may be revoked for up to five school days.

Step 3\* Same as the first violation except that Network/Internet privileges may be revoked for up to ten school days.

#### Major Violations

Step 1\* The Principal will verbally inform the student of the violation. The Principal will inform the parents/guardian in writing of the violation and consequences with a copy filed in the Principal's office. Network/Internet privileges may be revoked for up to three weeks.

Step 2\* Same as the first violation except that Network/Internet privileges may be revoked for up to one semester of school

Step 3\* Same as the first violation except that Network/Internet privileges may be revoked for the remainder of the school year.

Senior students will also lose their senior privilege during this same period.

\*Discipline consequences may vary depending on the severity of the offense.

Computers owned by the Kimball School District are for Educational purposes ONLY.

#### **10.4 Computer Network Violations:**

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

**Infractions of any policy included in this Acceptable Use Policy/Handbook will result in the following disciplinary steps:** Suspension of laptop computer, referral to law enforcement authorities, and/or possible long term suspension or recommended expulsion from school.

### **11. Cost of Repairs**

Students will be held partially responsible for ALL damage to their laptops including, but not limited to: broken screens, CD/DVD players, cracked plastic pieces, etc. Mechanical failure of hard drives/CPU/memory will be covered by the Kimball School District. All student repair charges will be 10% of the actual part cost or \$10.00 whichever is more. Lost items such as power adapters and batteries will be charged the actual replacement cost. Repeated breakage by a student may result in loss of laptop privileges and/or full charge for replacement cost of damages as determined by the tech coordinator or principal.

### **KIMBALL SCHOOL DISTRICT LAPTOP PROTECTION PLAN**

The Kimball 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.

**MANUFACTURER WARRANTY:** This coverage is purchased by the Kimball School District as 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 the laptop or laptop replacement. The manufacturer warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

**ACCIDENTAL DAMAGE PROTECTION:** The Kimball School District has purchased through the manufacturer coverage to protect the laptops against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. The manufacturer 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 Manufacturer Warranty or the Accidental Damage Protection outlined above. Following are the two options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box.

No Insurance\*

\_\_\_\_\_ 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.

Personal Insurance\*

\_\_\_\_\_ 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.

Please Initial

**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.

**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.

**\*PLEASE INITIAL YOUR CHOSEN PROTECTION POLICY**

## Student Pledge for Laptop Use

1. I will follow all of the policies and regulations included in the Laptop Policy, Procedure, and Information handbook while at school as well as outside of the school day.
2. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
3. I agree to return the District laptop, sleeve and power cords in good working condition.

## Parent Pledge

I recognize that it is my responsibility to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for any materials acquired by my child. I will assume full responsibility for any harmful or illegal content on the laptops. I also will take full responsibility for any damage that occurs to the laptop while the device is in my child's possession. I hereby give permission to allow my child to check out a laptop for the current school year.

## Web Page Publication

The Kimball School District may publish videos/pictures of the students in various school activities OR student work on the school's webpage. Doing this would make the videos, pictures, and/or student work accessible to anyone on the Internet. No names will be used, just general descriptions such as; Girls BB, Varsity FB, etc. Please indicate (with your initials) if you DO NOT want for your child to be included in this.

No, **DO NOT** include my child in these publications

Yes, include my child in these publications

Please Initial

**I agree to the stipulations set forth in the above documents including the Laptop Policy, Procedures, and Information; the Acceptable Use Policy; Laptop Protection Plan, the Student Pledge for Laptop Use, and Web Page Publications**

Student Name (Please Print): \_\_\_\_\_ Grad Year \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Individual school laptop computers and accessories must be returned to the KHS Technology Office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at KHS for any other reason must return their individual school laptop computer on the date of termination.**