

Summit HS Laptop Acceptable Use Policy

Purpose:

The Summit School District is pleased to offer students, faculty and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Summit School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Summit School District.

Definition – Technology Resources:

The Summit School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations:

The use of the Summit School District's technology resources is a privilege, not a right. The privilege of using the technology resources by the SUMMIT 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 Summit School District. The 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 districts technology resources may be denied, and the appropriate disciplinary action shall be applied. The Summit School District's Uniform Code of Behavior shall be applied to student infractions.

User Terms and Conditions:

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

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Summit School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.
3. Prohibited technology resources activities include, but are not limited to, the following:

Computer Violations:

- a) Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit material.
- b) Downloading or transmitting multi-player game, music, or video files using the school network.

- c) Vandalizing, damaging, or disabling property of the school or another individuals or organization.
- d) Accessing another individual's materials, information, or files without permission.
- e) Using the network or Internet for commercial, political campaign, or financial gain purposes.
- f) Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- g) Promoting or soliciting for illegal activities.
- h) Attempting to repair, remove, or install hardware components reserved for an authorized service technician.
- i) Violating copyright or other protected material laws.
- j) Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- k) Intentionally wasting school resources.

Consequences:

1st offense – Office intervention and/or a minimum of 3 day computer suspension

2nd offense – 10 day computer suspension

3rd offense – Computer privileges suspended for the remainder of the quarter or not less than 10 days.

4th offense – suspension of all computer privileges for the rest of the year, laptop returned to school administration.

Computer Network Violations:

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

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

4. Summit School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of or inability to use the network or Internet.

5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, or expenses as the school district explicitly agrees to pay.
6. Any security or equipment problems arising from the use of technology resources must be reported to administration.
7. Students will be responsible for maintaining their individual school computers and keeping them in good working order:
 - a) Computer batteries must be charged and ready for school each day.
 - b) Only labels or stickers approved by the Summit School District may be applied to the laptop.
 - c) Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying for a bag replacement fee.
 - d) Computers that malfunction or are damaged must be reported to administration. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally or due to misuse or neglect.

Accidental laptop damage: Students who have recorded 3 or more instances of accidental laptop damage may be asked to check their laptop hourly and will not be allowed to take them from the building.
 - e) Computers that are stolen must be reported immediately to administration and the police department. This will then become a police matter.
 - f) Individual school laptop computers and accessories must be returned to the charging cart at the end of each school day, until such time the students are allowed to take them home.
 - g) If a student fails to return the computer at the end of the school day, 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 Roberts County Law Enforcement.
 - h) Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Laptop Computer Protection policy and must return the computer and accessories to the designated location in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

Updated 2018-2019 School Year User Fees:

The School Board has approved a user fee of **\$50.00 per school year for grades 9-12**. This entitles the student to use the computer as outlined in this agreement at the school during the school hours and it will allow the student to take the school laptop computer home. The School Board has approved a user fee of **\$25.00 per school year for grades 7-8**. This entitles the student to use the computer as outlined in this agreement at the school during the school hours. Students in grades 7-8 may not take the school laptop home. There will be a **cap of \$100 per household** on user fees.

Student Copy of Student Pledge for Laptop Use:

1. I will take good care of my laptop and know that I will be issued the same laptop each year.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will keep food and beverages away from my laptop since they may cause damage to the computer.
6. I will not disassemble any part of my laptop or attempt any repairs.
7. I will protect my laptop by only carrying it while in the sleeve provided or in an appropriate case.
8. I will use my laptop computer in ways that are appropriate and educational.
9. I will not place decorations (such as stickers, markers, etc...) on the district laptop.
10. I understand that the laptop is subject to inspection at any time without notice and remains the property of the School District.
11. I will follow the policies outlined in this document.
12. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to pay for the replacement of my power cord, battery, or laptop in the event any of these items are lost or stolen.
15. I agree to return the District laptop, case and power cords in good working condition.
16. I agree to pay the School District User Fee of
 - a. **\$50.00 per school year for grades 9-12.** This entitles the student to use the computer as outlined in this agreement at the school during the school hours and it will allow the student to take the school laptop computer home.
 - b. **\$25.00 per school year for grades 7-8.** This entitles the student to use the computer as outlined in this agreement at the school during the school hours. Students in grades 7-8 may not take the school laptop home.
 - c. **\$100 per household cap** on annual user fees

Student Pledge for Laptop Use:

1. I will take good care of my laptop and know that I will be issued the same laptop each year.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will keep food and beverages away from my laptop since they may cause damage to the computer.
6. I will not disassemble any part of my laptop or attempt any repairs.
7. I will protect my laptop by only carrying it while in the sleeve provided or in an appropriate case.
8. I will use my laptop computer in ways that are appropriate and educational.
9. I will not place decorations (such as stickers, markers, etc...) on the district laptop.
10. I understand that the laptop is subject to inspection at any time without notice and remains the property of the School District.
11. I will follow the policies outlined in this document.
12. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to pay for the replacement of my power cord, battery, or laptop in the event any of these items are lost or stolen.
15. I agree to return the District laptop, case and power cords in good working condition.
16. I agree to pay the School District User Fee of
 - a. **\$50.00 per school year for grades 9-12.** This entitles the student to use the computer as outlined in this agreement at the school during the school hours and it will allow the student to take the school laptop computer home.
 - b. **\$25.00 per school year for grades 7-8.** This entitles the student to use the computer as outlined in this agreement at the school during the school hours. Students in grades 7-8 may not take the school laptop home.
 - c. **\$100 per household cap** on annual user fees

Student Name (please print): _____

Laptop Number: _____

Student Signature: _____

Parent Signature: _____