

Laptop Policy and Usage Handbook

2020-2021

Overview:

The focus of providing laptops at the Rothsay Public School is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. We believe that effective teaching and learning must include the effective use of technology to best prepare each student for the world in which they live. Future graduates must be equipped with problem solving, critical thinking, and communication skills in order to succeed. To accomplish this vision, the District is making laptops available to all students in grades 7-12. The following requirements and guidelines apply to the laptops, their use, and implementation.

The goals of the laptops are the following:

- Enhance and accelerate learning
- Leverage technology for individualizing instruction
- Promote collaboration, increasing student engagement
- Strengthen the 21st Century skills necessary for future success

Receiving Your Laptop:

- a. All parents/guardians are required to sign the Rothsay Public School Laptop Agreement before a laptop can be issued to their student.
- b. Each Parent/Guardian will be required to pay an annual Protection Plan Fee of \$65 (per device) before a laptop can be issued to their student. This will allow the school district to pay for unforeseen damages to the device.
- c. Full-time students, grades 7-12, will receive a laptop, protective case or sleeve,(must remain on or with the device at all times) and AC charger.
- d. Laptops will be labeled by the Rothsay Public School district. Labels must not be removed from the laptops. Students are **NOT** allowed to place labels/stickers on the device.
- e. The laptop and district-issued email account are the property of the Rothsay Public School District and as a result may be subject to inspection at any time. The student should have **NO** expectation of privacy of materials found on a laptop or a school supplied email service. The school reserves the right to randomly request the laptop and search it for inappropriate use or content.
- f. Should you want your child to opt out of having a Laptop to take home, you can choose the opt-out option at the end of this agreement. In this case, your child will pick up and return the laptop from the Media Center or Front Office each day for use during the school day. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device at all times.

- g. Students grades 7-12 that have signed the Rothsay Public School Laptop Agreement will receive their laptops and related peripherals on the first day of school.
- h. All transfers/new students will be able to pick up their laptop from the School Offices. Both students and their parents/guardians must sign the Rothsay Public School's Laptop Agreement prior to picking up a laptop.

Returning Your Laptop:

- a. Laptops and all accessories will be collected at the end of each school year and students will retain their original laptop each year while enrolled at Rothsay Public Schools.
- b. Laptops must be returned immediately when a student transfers out of the Rothsay Public School District, is suspended or expelled, or terminates enrollment for any reason.
- c. Failure to turn in a laptop will result in the student being charged the full \$270 replacement cost. The district may also file a report of stolen property with the Wilkin County Sheriff's office.

Protection Plan:

The Protection Plan covers any damage to the laptop. Each claim covered by insurance will be assessed an incremental deductible within the current school year. Claim deductibles are listed below. If a student withdraws from school and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Annual Fee Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
\$65 per device	\$0	\$50	\$100

Protection Plan Notes:

- Protection Plan Fee is non-refundable if student withdraws early
- Taking the unit apart or tampering with the unit will void coverage and result in loss of premium and deductibles.
- Intentional abuse will void all coverage and student will be charged for full replacement costs of \$300.00.
- Protection Plan does not cover loss due to theft or misplacement

A limited number of loaner devices are available to use when a device is being repaired. A student borrowing a laptop must sign it out of, and back into, the Media Center or Front Office daily. You will be responsible for any damage to or loss of the loaned device. Loaner devices are assumed to be included under the terms of this agreement.

Taking Care of Your Laptop:

Students are responsible for the general care of the laptop which they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the IT Department immediately. If a loaner laptop is needed, one will be issued to the student until their laptop can be repaired or replaced. A student borrowing a laptop must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.

General Precautions:

- No food or drinks are allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Laptops should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Laptops must remain free of any writing, drawing, stickers, or labels.
- Laptops should be shut down or put to sleep when not in use to conserve battery life.
- Laptops should never be shoved/wedged into a locker or book bag as this may break the screen.
- Heavy objects should never be placed on top of Laptops.
- Do not expose your Laptop to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Laptop.
- Always bring your Laptop to room temperature prior to turning it on.
- Students should never carry their laptop while the screen is open unless directed to do so by a teacher.
- Never lift the laptop by the screen.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, **dry** microfiber cloth or anti-static cloth.

Student Responsibilities:

- a. Students are expected to care for and use the laptop appropriately for educational purposes.
- b. Students are expected to bring a fully charged laptop to school every day and bring their laptops to all classes unless specifically advised not to do so by their teacher.
- c. Forgetting their laptop or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Classroom participation points will be factored by the discretion of each teacher. Please come prepared for class. Repeat violations of this policy will result in disciplinary action.
- d. The School will have chargers available to check out at the Front Office or Media center only if the student forgets to bring it to school. It will be returned at the end of the school day. If a student loses their charger, they can purchase one at school for the cost of replacement. .

- e. Personalized screensavers or backgrounds are not permitted. Inappropriate or provocative images including, but not limited to, pornographic images, guns, weapons, inappropriate language, threatening language, drugs, alcohol, or gang related images are not permitted and subject to disciplinary action.
- f. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- g. Students will provide their own headsets/ear buds.
- h. Students cannot loan their laptop to anyone else for their personal use.
- i. Under no circumstances should the laptop be left in an unsupervised area. Unsupervised laptops will be confiscated by staff. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

Parent Expectations:

- a. Parents must read over the laptop handbook and go over all that is expected of them.
- b. The District will be asking for the parents support in communicating with their children about the standards of appropriate content and helping to monitor the use of the laptop at home.

THE LAPTOP DOES NOT HAVE A FILTER FOR THE INTERNET AT HOME!

REMINDER: Rothsay Public School provides internet filtering on the district's network. These filters do not apply in any other location. It is the family's responsibility to monitor the student's use of the internet outside of the school setting.

- c. Parents are responsible for filling out and signing the Laptop Agreement form (back page).
- d. If necessary, parents are expected to help their child complete any forms needed to report theft or damage.
- e. Parents should help to ensure that only the student and parents use the school-assigned laptop.

Damage, Theft, and Repair:

- a. Damage to the laptop, protective case, or sleeve, must be reported immediately to the appropriate school personnel.
- b. Students/parents are responsible for the full cost of any willful, negligent or intentional damage to the laptop. Failure to pay for willful, negligent or intentional damage will result in legal consequences.
- c. Theft must be reported immediately to the appropriate school personnel. Students/parents will be required to fill out a theft report to the police and bring a copy of the report to the school.
- d. Failure to report a lost or stolen laptop in a timely manner may result in a request for compensation for the replacement cost of the laptop.

Laptop Agreement

Agreement must be signed by the student **AND** parent/guardian and returned to the Rothsay Public School along with the \$50 Protection Plan fee before a laptop will be issued to a student. You may choose to opt-out of this for take home use below, but are still required to sign this agreement.

Student:

This form must be signed and on file before a laptop will be issued, or loaned, and access granted to the technology that accompanies it. I have read and understand the school district's policies relating to acceptable use of Rothsay's technology resources found in the Laptop Policy and Usage Handbook. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken. I also understand that I am responsible for any and all content that is downloaded or viewed on my laptop and will only use this device in appropriate and responsible ways. Finally, I understand that the laptop can be seized at any time by a school employee and can be searched for inappropriate use or content.

You should have no expectation of privacy of materials found on a laptop.

Student Name

(PRINT) _____

Student

Signature _____ **Date** _____

Parent/Guardian:

As the parent or guardian of this student, I have read the school district policies relating to the safety and acceptable use Rothsay's district technology resources found in the Laptop Policy and Usage Handbook. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district, its employees, or the administration responsible for materials acquired on the Internet or by using district technology resources. Further, I accept full responsibility for supervision if and when my child's use of the laptop is not in a school setting. I realize my child's laptop can be viewed anytime by a school district employee to search for inappropriate use, and will remain vigilant to ensure my child is using this device in educational and responsible ways. I hereby give permission to issue a laptop for my child and certify that the information contained on this form is correct.

Parent/Guardian

Signature _____ **Date** _____

Opt-Out

We choose to opt-out of the one to one laptop device program for take home use by my student. We understand and agree that any devices issued to my student daily for the loaner program may result in damage penalties and fees associated with the repair or replacement of the device. We also understand and agree that the use is bound to the terms of the Laptop Policy and Usage Handbook.

Parent/Guardian Signature _____ **Date**