

# 1 to 1 Laptop Acceptable Use and Guidelines

The focus of the 1 to 1 laptop program for Clay Community Schools (CCS) is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future.

The CCS Technology Acceptable Use Policies for Clay Community Schools and the signed agreement for network/Internet access apply to the laptop. All students must adhere to CCS Technology Acceptable Use Policies.

Laptops are issued to students, but remain property of Clay Community Schools. The students are responsible for care and good judgment when using the laptop.

All students are required to adhere to the following CCS Technology Acceptable Use Policies that are specific to the laptops.

## SECTION I – GENERAL TERMS AND CONDITIONS

- 1.1 Participation** – The program is mandatory for all student in grades 6 through 12. Use of the laptop will be required for many class projects. Students are expected to bring their laptops to school, fully charged, every school day.
- 1.2 Distribution and Check-In** – Students will receive their laptop in the fall and during the final week of school the laptop will be checked for serviceability and returned to the student. The laptop is assigned to the student for the duration of his/her enrollment in Clay Community Schools or until it is removed from district inventory. Individual school laptops and accessories must be returned to Clay Community Schools IT staff at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Clay Community Schools for any other reason must return their individual school laptop on the date of termination.
- 1.3 Financial Responsibility** - If a student fails to return the laptop at the end of the school year or upon termination of enrollment at Clay Community Schools, they are subject to financial liability until the laptop is returned or associated fees are received. The student will pay the replacement cost of the laptop, or, if applicable, any insurance deductible. Failure to return the laptop within 5 working days after un-enrollment from Clay Community Schools will result in a theft report being filed with the Clay County Sheriff's Department. Furthermore, the student will be responsible for any damage to the laptop. Any physical damage, intentional or not, to the laptop will be reported to the Technology Director or designee immediately. The student listed below understands that if she/he is found to be the cause of deliberate or accidental damage or loss of the laptop she/he will be responsible for repair or replacement cost not to exceed an amount of \$500.00.
- 1.4 Supplies**- Students will be supplied with a laptop, charger, and a protective sleeve which they are required to use. Students are not to use the laptops while walking.
- 1.5 Internet Filtering and Monitoring**- Each laptop will be monitored and will be subject to Internet filtering according to School Corporation's policies. School administrators will be able to view installed applications and websites visited. If students attempt to access blocked sites, the Director of Technology will be

notified. Students are to follow all guidelines from the CCS Acceptable use policy for Technology when using the laptop, whether at school, at home, or elsewhere.

**1.6 Applications/Software-** Clay Community Schools will pay for (and retain ownership of) all software necessary to make full use of the laptops as educational tools. The laptop is an instructional device. Selected applications that are installed on any district laptop must align with CCS educational purpose.

**1.7 Student Responsibility** – It should be understood that the laptops are for educational use only, and students found to be using school laptops improperly may have special restrictions applied or lose the use of the device altogether. Some, but not all of the examples of prohibited uses can be found in Section III.

**1.8 Insurance** – In order for students to take the laptop home with them, the student must provide proof of insurance or sign an agreement of financial responsibility.

## **SECTION II – CARE OF 1 to 1 LAPTOPS**

### **2.1 General Precautions**

- The laptop is school property and all users will follow this policy and the CCS Acceptable use policy
- Only use a clean, soft cloth to clean the screen, no cleansers or liquid
- Cords and cables must be inserted carefully into the laptop to prevent damage
- Laptops must remain free of any writing, drawing, stickers, or labels that are not placed by CCS Staff
- The laptops are sensitive to moisture and extreme heat. It must not be left in a car or location where it will be damaged and must be kept dry and away from sources of water such as sinks, bathtubs and pools
- Every effort will be made to prolong the condition of the laptop. For example, to extend the battery life of the laptop, do not let the battery drain completely. It is best not to allow the battery to drain below 20% charge

**2.2 Inspection**– Laptops may be selected at random for inspection to confirm compliance to all Clay Community Schools Acceptable Use Policies

**2.3 Damage** – In the event that damage to the laptop does occur, students are to immediately inform the Technology Director or designee so that proper precautions and repairs may be made.

## **SECTION III – STUDENT EXPECTATIONS**

**3.1 Laptops Left at Home** – Laptops will be part of students' required school supplies, and students who leave them home will be considered unprepared. If students leave their laptop at home, they are responsible for getting the course work completed.

**3.2 Charging your Laptop's Battery** - Laptops must be brought in to school each day fully charged. Laptop batteries will last a full school day. Chargers are not to be brought to school.

**3.3 Wallpaper/Background Photos** – Inappropriate media may not be used as a wallpaper or background photo. Inappropriate language, offensive phrases, sexually suggestive images, weapons, alcohol or drug related images are unacceptable and will result in disciplinary action.

### **3.4 Sound or Music**

- Sound must be muted at all times unless permission is obtained from the teacher.
- Music is allowed on the laptops for use in media projects.
- Personal music should not be stored on the laptop but can be accessed using a USB drive with permission from the staff.

**3.5 Software** – Software is only allowed to should be installed by CCS IT Staff only. Students are not to load software on the laptops.

**3.6 Camera Use** – Students may use their laptop cameras and microphones only under the direction and supervision of a teacher. Students are not to take pictures, audio, or video of themselves, staff, or other students unless expressly directed by a teacher. Any unauthorized use of cameras or microphones will be subject to disciplinary action.

**3.7 Passcodes** – CCS takes privacy of student data very seriously. Students are required to keep their passwords secret. Passcodes should only be shared with parents or school staff.

**3.8 Other Prohibited Uses** – The following activities are expressly prohibited while using school provided technology:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing school policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, obscene, or sexually explicit materials
- Attempting to gain access to other student's accounts, files, or data
- Listening to music, playing games, watching videos or browsing the web during class
- Deleting apps provided by CCS
- Removing any configuration profiles provided by CCS
- Removing identifying stickers or marking from laptops or sleeves
- Use of school internet/email accounts for non-school related uses
- Connecting personal internet/email accounts to the laptop
- Giving out any student's personal information, for any reason, over the Internet. This includes, but is not limited to names, addresses, phone numbers, email addresses, or pictures
- Sending unsolicited messages to other students
- Using laptops for non-educational purposes during the school day
- Using laptops at any time when teachers or staff have prohibited their use
- Using laptops at any time when a student's parents have prohibited their use
- Vandalism: any malicious attempt to harm or destroy hardware, software, or data, including both physical damage and damage caused by downloading viruses, spyware, or other malware

By signing, both parents and students enrolled in the 1 to 1 laptop program agree to all the conditions and guidelines set forth in the 1 to 1 laptop Acceptable Use Policy. You pledge the following:

- I will take good care of my laptop
- I will never leave the laptop unattended in a public or unsupervised space outside of school
- I will know where my laptop is at all times
- I will charge my laptop's battery daily before coming to school
- I will keep food and beverages away from my laptop to prevent damage
- I will not disassemble any part of my laptop or attempt any repairs
- I will protect my laptop by only carrying it in the protective sleeve provided by the school
- I will only use my laptop in ways that are appropriate and that meet CCS expectations, which are educational
- I will not place decorations (such as stickers or drawings) on the laptop
- I will not remove or deface the CCS stickers on the laptop or protective sleeve
- I will not remove any software or data placed on my laptop by CCS
- I understand that my laptop is subject to inspection at any time without notice and remains the property of CCS
- I understand that my laptop, software, and Internet use are subject to monitoring and filtering
- I will follow the policies outlined in the 1 to 1 laptop Acceptable Use Policy and the CCS Acceptable Use Policy, and the schools technology policy while at school, as well as outside the school day
- I will be responsible for all damage or loss to the laptop while it is in my care
- I will return the laptop in good working condition upon transfer or completion of the school year

