Faith High School Laptop/Tablet Program

The focus of the 1:1 Laptop Initiative (Classroom Connections) at Faith 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.

Each family of a high school student(s) will be issued a Student Laptop Handbook. The Student Laptop Handbook defines in detail the expectations and responsibilities for students with laptops.

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

1. RECEIVING YOUR LAPTOP/TABLET
Laptops will be distributed each fall during "Laptop Orientation." Parents of freshman and new students to the district are required to attend Laptop Orientation. All parents & students must sign and return the Laptop Computer Protection plan and Student Pledge documents before the laptop can be issued to the student. 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 FHS.

2. TAKING CARE OF YOUR LAPTOP/TABLET

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 the network administrator.
2.1 Incentive
Students who have successfully completed 4 years of High School at Faith School District will have the option of purchasing the computer that they have been assigned for $20 when they graduate. The following suggestions will help you maintain your computer so it is in good condition when you graduate. Any damage sustained by the computer prior to graduation will be paid for by the student prior to purchasing the computer. The cost of the damage will be assessed according to the fee chart located on page 8. Any student who intentionally damages their computer will not be eligible for the incentive.

2.2 General Precautions
○   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 must remain free of any writing, drawing, stickers, or labels that are not the property of the Faith School District.
○   Laptops must never be left in any unsupervised area.
○   Students are responsible for keeping their laptop's battery charged for school each day.
○   Students should never loan or trade your chargers to other students.
○

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.
○ Clean the screen with a soft, dry cloth only. **Do not use commercial glass cleaners.**

3. USING YOUR LAPTOP/TABLET 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 will be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher.

3.1 Laptops Left at Home
Laptop left at home is not an acceptable excuse for not submitting work. Violations may result in the reduction of grade. Repeat violations may result in disciplinary action. Loaner computers will not be issued simply because a student forgot their laptop.

3.2 Laptop Undergoing Repair
Loaner laptops may be issued to students when they leave their laptops for repair with the network administrator. Students are responsible for the care of the loaner while in their possession.

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.

3.4 Screensavers
○ Inappropriate media may not be used as a screensaver.
○ 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 Printing
Students may use any available printers for printing. All printing is to be school related. Documents may be retrieved with teachers' permission during class or breaks. Students will receive $10 dollars of printing power per year. When a student's printing power is depleted they may purchase additional printing power from the Network Administrator at the rate of 10 cents per black and white page or 50 cents per color page.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the 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.

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

4.2 Saving data to Removable storage devices
Students are encouraged to back up their data frequently using a removable storage device (flash drive, usb HD, etc.). Students are responsible to the purchase of their own storage device. 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.**

5. SOFTWARE ON LAPTOPS

5.1 Originally Installed Software
The software originally installed by FHS must remain on the laptop in usable condition and be easily accessible at all times.

5.2 Virus Protection
The laptop has anti-virus protection software. This software will scan the hard drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server is also installed with virus protection software and hardware.

5.3 Additional Software
It is the responsibility of individual students to be aware of additional software programs and files loaded onto their laptop. Students are responsible for maintaining the integrity of software required for facilitating academic activities.
○ Any additional software must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
○ Students are responsible for ensuring that only software that is licensed to their laptop is loaded onto their computers.

5.4 Inspection
Students may be selected at random to provide their laptop for inspection.

5.5 Procedure for re-loading software
If technical difficulties occur the computer will be imaged. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

6. USE OF TECHNOLOGY RESOURCES AND INTERNET ACCEPTABLE USE (AUP)

6.1 Computer, internet and network use
Definition – Technology Resources:
The Faith 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, e-mail, optical media, digital images, and new technologies as they become available.

Regulations:
The use of the Faith School District's technology resources are a privilege, not a right. The privilege of using the technology resources provided by FHS 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 Faith 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 Faith School District's Discipline Matrix shall be applied to student infractions.

User Terms and Conditions

The use of the Faith 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 Faith 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 will 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:

4. Any action by a student that is determined by their classroom teacher or a system administrator to constitute an inappropriate use of the Internet is a violation of the AUP.

Computer Laptop Violations:

a. Accessing or printing offensive, profane, pornographic, obscene, or sexually explicit materials.

b. **Sending, uploading, downloading, or distributing threatening, pornographic, obscene, or sexually explicit materials.**

c. Downloading entertainment files using the schools network.

- Downloaded entertainment files must be stored on external storage devices, and not on the schools resources (laptops and personal network folder).

d. **Vandalizing, damaging, or disabling property of the school or another individual or organization.**

e. Accessing another individual's materials, information, or files without permission.

f. Using the network or Internet for commercial, political campaign, or financial gain purposes.

g. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.

h. **Promoting or soliciting for illegal activities.**

i. Attempting to repair, remove or install hardware components reserved for an authorized service technician.

j. Violating copyright or other protected material laws. Plagiarism is a violation of the FHS Discipline Matrix. 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.

k. 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.

l. Intentionally wasting school resources.

m. Using email, other than State issued E-Mail or e-learning (All e-mail is subject to inspection by the school).

n. Using any school technology resources in such away as to have a negative affect on the school, students, teachers, administrators, school board members or adult members of the community.

Computer Network Violations:

1. a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.

        b. **Successfully logging on to the network as a system administrator.**

2.   c. **Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources. (spyware, file share software, hacking software, etc.)**

3.   d. **Creating, uploading, or transmitting computer viruses.**

4.   e. Attempting to defeat computer or network security.

        f. Accessing or printing offensive, profane, pornographic, obscene, or sexually explicit materials. If a student inadvertently accesses a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher, Network Administrator, or principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

        g. **Sending, uploading, downloading, or distributing threatening, pornographic, obscene, or sexually explicit materials.**

5.   h. Compromising your password for any reason.

6.   i. Using the Internet without a signed AUP

        j. Any activity that violates a school rule or a local, state, or federal law.

        k. Chatting is prohibited during the school day unless assigned or approved by the classroom

        l. Accessing social sites such as Facebook, Twitter, Google Groups, etc., during the school day unless assigned by a teacher

  ** Violations in bold constitute a major infraction.

Consequences for Violations: The consequences will be consistent with the FHS Discipline Matrix and the Laptop Handbook. The student may be referred to law enforcement authorities. Alternative consequences may be administered based on unusual circumstances upon administrative review.

5. Faith 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 the use of or inability to use the network or Internet.

6. 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, and expenses as the school district explicitly agrees to pay.

7. Any security or equipment problems arising from the use of technology resources must be reported to the Network Administrator.

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

        The school district will be responsible for repairing computers that malfunction.

        Computers that have been damaged from normal use will be repaired with no cost or minimal cost to the student. Computers that have been damaged accidentally will be repaired and fees will be charged in accordance with the table of fees, fines and repair costs. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.

        Accidental laptop damage: Students who have recorded 2 or more instances of accidental laptop damage will be asked to check their laptop in with the network administrator after school. Laptops can be checked out again before classes begin the next day. Special permission to take a laptop home for class work may be permitted by the student's teacher.

        Computers that are stolen must be reported immediately to the Network Administrator, Principal's Office and the police department.

Individual school laptop computers and accessories must be returned to the Network Administrator at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at FHS 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 FHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer. Failure to return the computer will result in a grand theft report being filed with the Faith Police Department.

6.2 Internet

The Internet links thousands of computer networks around the world, giving Faith School students access to a wide variety of computer and information resources. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints.

Faith School does not have control of the information on the Internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting. Faith School District and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information. We firmly believe that the educational value of information, and the interaction available on this worldwide network outweighs the risks that users may procure materials that are not consistent with the educational goals of the school district. One of our goals is to support students in responsible use of this vast reservoir of information.

Faith School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

6.3 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the provisions of the Laptop Handbook, Use of Technology Resources Policy, and the Acceptable Use Policy will result in disciplinary action as outlined in the FHS Discipline Matrix and the Suspended Privileges Section of the Laptop Handbook.

E-mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

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

Compromising your password for any reason is not in your best interest and is a violation of the Technology Resources Policy. This may result in disciplinary action due to the actions of the unauthorized user.

7.3 Storing Your Laptop at School
When students are not monitoring laptops, they should be stored in their lockers.

7.4 Laptops Left in Unsupervised Areas
Under no circumstances should laptops be left in unsupervised areas. Any computer left in these areas could be stolen. Unsupervised laptops will be confiscated by staff and taken to the Principals Office and a fine will be assessed when you claim your laptop. Disciplinary action may be taken for repeat offenders.

8. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

8.1 Warranty
This coverage is purchased by the Faith School District as part of the purchase price of the computer. The company 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 warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all laptop problems to the Network Administrator.

8.2 Accidental Damage
Accidents can and do happen and the following chart lists the fees associated with the repair of accidental damage to various parts.

Fee Chart:

ITEM	COST
Broken Latch or Hinge	$10.00
Damaged Keyboard	$10.00
Broken Screen	$50.00
Drop/Broken Laptop (chassis)	$50.00
Damaged/Lost Cord	$35.00
Damaged/Lost Case Sleeve	$30.00
Intentional Damage/Loss of Battery	$70.00
Additional Fees may be assessed depending upon laptop condition	
Damaged Stylus	$29.00

When a student reports accidental computer damage repeatedly it is classified as neglect and abuse. Students that need the same part replaced for the third time will be subject to the fees on the following Repeat Offender Chart.

Repeat Offender Chart:

ITEM	COST
Broken Latch or Hinge	$20.00
Damaged Keyboard	$20.00
Broken Screen	$100.00
Drop/Broken Laptop (chassis)	$100.00
Re-Image Hard Drive	$20.00
Damaged/Lost Cord	$45.00
Damaged/Lost Case Sleeve	$40.00
Intentional Damage/Loss of Battery	$100.00
Additional Fees may be assessed depending upon laptop condition	

8.3 School District Protection
School District Protection is available for students and parents to cover laptop replacement. The protection cost is $25.00 annually for each laptop with a maximum cost of $50.00 per family and includes a $200.00 deductible for each claim. The School District Protection also covers against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. For accidental damage the $200.00 additional charge for each claim will be adjusted to be consistent with the Accidental Damage Fee Chart.   All insurance claims must be reported to the Network Administrator. We encourage all families to purchase the School District Protection Plan.

8.4 Claims
All insurance claims must be reported to the Network Administrator. In instances of theft, loss, or fire, students or parents must file a police or fire report and bring a copy of the report to the principal or Network Administrator's office before a laptop can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the FHS District Discipline Matrix. The District will work with the Faith Police Department to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

LAPTOP COMPUTER PROTECTION AGREEMENT

The Faith 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, protection and insurance.

WARRANTY: This coverage is purchased by the Faith School District as part of the purchase price of the equipment. The company 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 warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

SCHOOL DISTRICT PROTECTION PLAN: School district protection is available for students and parents to protect the laptop against, theft, loss, or fire. The protection cost is $25.00 annually for each laptop with a maximum cost of $50.00 per family and includes a $200.00 additional charge for each claim. The School District Protection also covers against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. For accidental damage the $200. 00 additional charge for each claim will be adjusted to be consistent with the Accidental Damage Fee Chart in the Laptop Handbook.   All School District Protection claims must be reported to the Network Administrator. We encourage all families to take advantage of this protection plan.

INSURANCE FOR THEFT, LOSS, FIRE, AND ACCIDENTAL DAMAGE: Following are the three 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.

School District Protection   ☐ You choose to pay the school district an annual protection payment for coverage of
                                                 theft, loss or damage by fire in the amount of $25.00 or $50.00 for family coverage
                                                 when there are two or more children in high school using laptop computers. The
                                                 $25.00 payment is non-refundable. This protection coverage has a $200.00
                                                 deductible per occurrence. This annual coverage begins upon receipt of the payment
                                                 and ends at the conclusion of each school year.

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 or Network Administrator. The $200.00 deductible is the responsibility of the student/parent and must be paid before the laptop can be repaired or replaced.

INTENTIONAL DAMAGE: Laptop Protection DOES NOT cover intentional damage of the laptops.

Student Name: _____ (Please Print)

Student Signature: _____Date:_____

Parent Signature: _____ Date: _____

Student Pledge for Laptop Use

1. 1. I will take good care of my laptop and know that I will be issued the same laptop each year.
2. 2. I will never leave the laptop unattended.
3. 3. I will never loan out my laptop to other individuals.
4. 4. I will know where my laptop is at all times.
5. 5. I will charge my laptop's battery daily.
6. 6. I will keep food and beverages away from my laptop since they may cause damage to the computer.
7. 7. I will not disassemble any part of my laptop or attempt any repairs.
8. 8. I will protect my laptop by only carrying it while in the sleeve provided or an approved case.
9. 9. I will use my laptop computer in ways that are appropriate and educational.
10. 10. I will not place decorations (such as stickers, markers, etc.) on the District laptop.
11. 11. I understand that my laptop is subject to inspection at any time without notice and remains the property of the Faith School District.
12. 12. I understand and agree to follow the criteria described in the Laptop Reward System.
13. 13. I will follow the policies outlined in the Laptop Handbook, Use of Technology Resources Policy and the Acceptable Use Policy while at school, as well as outside the school day.
14. 14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. 15. I will be responsible for all damage or loss caused by neglect or abuse.
16. 16. I agree to pay for the replacement of my power cords, battery, or laptop sleeve in the event any of these items are lost or stolen.
17. 17. I agree to return the District laptop, sleeve and power cords in good working condition.

Student Name: _____ (Please Print)

Student Signature: _____ Date:_____

I agree with the policies and procedures of the 2018-2019 Laptop Handbook set forth by the Faith School District #46-2.

Parent Signature:_____ Date: _____