



Laptop - Responsible Use Procedures and Guidelines

The focus of the one-to-one (1:1) Laptop Program at Richland School District is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program and as a result increasing access to technology is essential. One learning tool of 21st Century students is the use of Laptop; individual use of Laptop is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

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 classroom teacher. Effective teaching strategies with a Laptop integrates technology into the curriculum for anytime, anyplace, anywhere learning.

Richland School District's 1:1 vision promotes a student-centered learning environment where technology supports curriculum. Technology use will be routine, transparent and encourage innovative teaching methods to ensure students' success. The district will provide ongoing professional development and tools to support Richland students in an evolving digital world. The extended use of district owned technology is a privilege which requires responsible use as follows. This privilege may be revoked for failure to abide by these guidelines.

RSD provides students and employees with extensive technology resources, including computing facilities, local area networks, internet access and email addresses.

The information within this document applies to all Laptop used at Richland School District, including any other device considered by the Administration to come under this policy.

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1. Annual Receipt of Your Laptop and Check-In

1.1 Receiving Your Laptop

Laptop will be distributed in the fall to students who attended the Parent/Student Laptop orientation. Parents and students must attend a yearly Laptop Orientation. Before receiving a Laptop, students and parents must complete and return the following:

- Laptop Protection Plan Coverage Form, page 10

1.2 Laptop Check-In

Laptop will be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of the Richland School District during the school year, their Laptop will be returned at that time.

1.3 Return Policies

Individual school Laptop and accessories must be returned to the designated school location or Information Technology (I.T.) Department at the end of each school year. Students who withdraw, complete graduation coursework early, or terminate enrollment at Richland School District for any other reason must return their Laptop on the date of termination. If a student fails to return the Laptop at the end of the school year or upon termination of enrollment, that student will be subject to fines (replacement cost of the Laptop), criminal prosecution and/or civil liability. Failure to return the Laptop will also result in a theft report being filed with the Richland Police Department and may delay access to public school records.

The student will be responsible for any damage to the Laptop, consistent with the District's Laptop Responsible Use Policy, Procedures and Guidelines (this document) and must return the device and accessories in satisfactory condition. The student will be charged a fee, detailed on page 5, for any needed repairs, not to exceed the replacement cost of the Laptop.

1.3.1 Students leaving RSD for more than 20 consecutive school days would be required to return the device prior to leaving. After the 20th day the Laptop and associated student accounts will be deactivated and unusable.

1.4 Laptop Identification

Laptop are tagged and inventoried by the district. Any attempt to modify, hide and/or remove RSD identification tags will be subject to disciplinary action.

2. Taking Care of Your Laptop

Students are responsible for the general care of the Laptop they have been issued by the district. Laptop that are broken or fail to work properly must be taken to the designated school location for equipment evaluation/review.

2.1 Carrying Laptops

The Laptop should always be stored in the district issued case. It protects the Laptop and provides protection when carrying at or away from school. Care must be taken when placing the Laptop within its case into backpacks, folders and/or workbooks to avoid placing pressure and/or weight on the Laptop screen.

2.2 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 open or closed.
- No objects should be placed on the keyboard.
- 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.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not “bump” or “drop” the Laptop against lockers, walls, car doors, floors, etc., as it could possibly break the screen.

2.3 Storing Your Laptop

When students are not using their Laptop, they should be stored in their locker or kept with the student. Nothing should be placed on top of the Laptop when stored in student lockers. Students are required to take their Laptop home every day after school, regardless of whether or not they are needed. Laptop should never be stored in a vehicle at any time due to the possibility of theft.

Do NOT leave your Laptop in a place that is experiencing extreme heat or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

2.4 Laptops Left in Unsecured Areas

Under no circumstances should Laptop be left unsecured. Any Laptop left unsecured is in danger of being stolen or damaged. If a Laptop is found in an unsecured area, it will be taken to the office. Violations may result in loss of Laptop privileges and/or other privileges.

2.5 Laptop Use During Extracurricular Activities

Students are responsible for their district devices both in and out of school, including extracurricular events. Costs associated with a lost, stolen or damaged devices as stated in this Agreement also apply to extracurricular events. It is **not** the responsibility of the coach, bus driver, etc. to protect and/or store the device during extracurricular activities.

3. RICHLAND SCHOOL DISTRICT LAPTOP COVERAGE

Students assigned a district device are responsible for all damages whether intentional or accidental. Responsibility for repair caused by a malfunction or maintenance issue will be determined by the Richland School District’s I.T. Department.

Enrollment Information

The Laptop Protection Plan Coverage Program is **optional** and provides an inexpensive solution for parents to reduce the financial burden if an accident or theft occurs.

Parents/guardians may decline to participate in the Laptop Protection Plan Coverage Program, but will be fully responsible for any associated cost for damage or theft. The Laptop Protection Plan Coverage Program will cover one school year (August to August) and is non-refundable. Students receiving a device after February 1st of each calendar year will be eligible for prorated coverage.

Prior to receiving a Laptop, the following must be completed:

1. Complete the Richland School District Laptop Protection Plan Coverage Program enrollment form to select a plan or decline coverage (see last page).
2. If coverage is selected, pay the \$50 annual program fee in full.

<p>Annual Cost September – June \$50 Full Cost \$25 Reduced Lunch \$15 Free Lunch</p>	<p>Damage Deductible: 1st Incident: \$0 2nd Incident: \$0 3rd Incident: Full Cost</p>	<p>Stolen Deductible: 1st Incident: \$100 2nd Incident: \$200 3rd Incident: Full Cost</p>	<p>Not Covered - Cords - Charger - Case - Intentional damage - Loss without a copy of the police report.</p>
<p>Cost after Feb. 1 February --- June \$25 Full Cost \$15 Reduced Lunch \$10 Free Lunch</p>	<p>Examples of Costs: Screen Replacement: \$40 Water Damage: \$160 Covered: Accidental damage, fire, flood or natural disaster.</p>	<p>Examples of Costs: Stolen: \$200---\$425 depending on age of device. A police report is required to file a stolen property claim.</p>	

- Two incidents total, in any combination (damage/stolen), are covered per year.
- If the lost or stolen Laptop is later recovered in working condition, the fine will be refunded.
- If a student leaves the district, but does not return the Laptop, they will be fined for the full replacement cost, and standard rules for the restriction of student records and transcripts would apply. Law enforcement may be involved for the purpose of recovering district property.
- If you choose not to enroll in the Richland School District Laptop Coverage Program, you will be financially responsible for the full cost for the repair or replacement of the Laptop.

4. Using Your Laptop at School

Laptops are intended for use at school each day and as such students are responsible for bringing their Laptop to all classes unless informed otherwise by the classroom teacher. In addition to teacher expectations for Laptop use, school messages, announcements, calendars, schedules, and other district resources may be accessed using the Laptop.

STUDENTS MUST COME TO SCHOOL DAILY WITH A FULLY CHARGED LAPTOP.

4.1 Laptops Left at Home **OMIT section entirely?**

If students leave their Laptop at home, they are responsible for getting course work completed as if they had their Laptop present. If a loaner is available they may check one out from the library or designated school area. If a student **repeatedly** (two or more times as determined by any teacher) leaves their Laptop at home, they may lose their take-home privileges and be required to “check out” a Laptop from the library or designated school area. Violations will be handled by the classroom teacher or school administrators with repeat violators subject to additional disciplinary action.

4.2 Laptop Repair

Any mechanical or physical problems with the Laptop should be immediately reported. Loaner Laptop may be issued to students when they leave their Laptop for repair. Please note, loaner Laptop are subject to availability but the district will make every attempt to reduce downtime for students.

4.3 Charging Your Laptop’s Battery

Laptops must be brought to school each day fully charged. Students need to charge their Laptop each evening. If a student **repeatedly** (two or more times as determined by any teacher) brings their device uncharged, they may lose their take-home privileges and be required to “check out” a Laptop from the library or designated school area. Violations will be handled by the classroom teacher or school administrators with repeat violators subject to additional disciplinary action.

Only charge your Laptop with the RSD provided charger.

4.4 Screensavers and Backgrounds

Inappropriate media may not be used as a screensaver or background photo on district Laptop. Installed images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, tobacco, gang-related symbols or other material deemed inappropriate will result in disciplinary action.

4.5 Sound, Music, Games or Programs

Use of apps/games, music and/or sound must be approved by the classroom teacher and be for educational purposes only. Taking pictures or recording (audio or visual) teachers and/or students without their explicit consent is strictly prohibited.

4.6 Printing

Printing is not supported from district Laptop. If printing is required for an assignment it needs to be completed in a classroom, lab, library, home, or other location from a regular PC or laptop connected to a printer.

4.7 Internet Access Off Campus

Internet access **is filtered** when using RSD Laptop off-campus in compliance with district policies and CIPA. Students are allowed to access other wireless networks when they are off campus.

5. Managing Your Files & Saving Your Work

5.1 Saving Your Work

Students will save work in their district provided cloud-based or network storage drives. It is recommended that students store files in their Google Drive where files are available at any time from any device. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Laptop malfunctions are not an acceptable excuse for late or incomplete assignments.

5.2 Network Connectivity

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

6. Software on Laptop

6.1 Originally Installed Software

The software/apps originally installed by Richland School District must remain on the Laptop on all times.

6.2 Additional Software

The use of the student's school provided Laptop is for educational purposes only. Richland School District will synchronize the Laptop so that they contain the necessary apps for schoolwork. Additional classroom-appropriate apps may be installed but again, only if for educational purposes only. At no time are students to install software for personal use (gaming, social media, messaging, etc.) and/or gain. If in doubt, do not install the application.

6.3 Inspection

Students may be selected at random to provide their Laptop for inspection. This may include an inspection of all materials saved on or accessed by the Laptop as well as the physical condition of the Laptop (i.e. ID tags, barcodes, and/or additional stickers/marks on the outside of the device).

6.4 Software Updates

Updated versions of licensed software/apps will be deployed via the I.T. Department. Updates may occasionally require a system restart.

7. Responsible Use

The purpose of this document is to augment existing Responsible Use Policy (RUP) and Network Code of Conduct (NCC) as identified in Policy 2314 and details guidelines and expectations for the responsible use of technology for students at the Richland School District (RSD) in order to provide a safe, appropriate and effective learning environment for all. As members of the RSD community students are required to follow the district's policies, procedures and guidelines.

7.1 System Security

- Students must protect access to their own devices through the use of passwords and privacy settings at all times.
- Students will log on to the network only as themselves.
- Students are responsible for their individual accounts and will take all reasonable precautions to prevent others from being able to use their accounts and should never share account information with others.
- Students will immediately notify a faculty or staff member if they have identified a possible security problem.
- Any electronic devices brought on the RSD campus are subject to search without notice.
- Students will refrain from using any device or software that masks the use of the school resources. This includes, but is not limited to, anonymizers and any application or hardware device that circumvents network security, logging or tracking procedures. **Failure to comply will result in loss of computer/network privileges and possible disciplinary action.**

7.2 Intellectual Property and Privacy

- Students will not copy or transfer any copyrighted material(s) to or from computers on the Richland School District network without the permission of the technology staff.
- Students will not plagiarize words or phrases found in books, on the Internet, or on other online resources.
- Students will respect the rights of copyright owners, including those who have created music, images, video, software, etc.
- If a student encounters an inappropriate image, site or video online, he/she will immediately minimize the screen and inform a teacher.
- Students should have no expectation of privacy when using online resources since materials are owned by the site and can be redistributed without an author's permission. Students should check each site's privacy and security policies carefully before posting or adding content that may be viewed by others presently or in the future.

7.3 Inappropriate Language and Harassment

- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language on any and all uses of devices at Richland School District, whether in public or private messages.
- Students will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- Students should be respectful and polite in all online communication when using the district network. This includes, but is not limited to, email, chat, instant-messaging, texting, gaming and social networking sites.
- Students will not share, forward or post a message, image or video sent without the permission of the person who sent the message.
- Students will not post private or false information about another person.

7.4 Student Acknowledgement and Agreement

- Students continuously represent the Richland School District whenever and wherever they use district computing resources. Student's actions could reflect on the district in all online communication.
- Students will be held responsible for any online behavior or content that connects them to the district or implicates the district in their behavior.
- If students knowingly enable others to violate these rules, students may lose their access to RSD computer resources that include their device, district network, email, or internet access.
- The district has software and systems in place that monitor and record all activities and traffic on the district computing resources. Students should expect only limited privacy in the contents of all personal files on the district network.
- Tampering with the district technology tools or another person's work is unacceptable, and students could lose all rights to use computers and/or personal devices at school, including their user accounts and network access.

Violations of the district policy and Responsible Use Plan are subject to disciplinary action ranging from loss of computing privileges up to and including suspension and/or expulsion.

Students Agreement:

1. I will follow teachers'/building/district instructions when using technology.
2. I will be polite, considerate, and to use appropriate language.
3. I will report and/or help prevent any bullying, abuse, or harm of others.
4. I will tell an adult if I read, see, or access something inappropriate, or if I witness inappropriate use of technology.
5. I will follow all filters and security measures.
6. I will use technology carefully and to conserve district resources.
7. I will not to share my passwords, except with my parent/guardian.
8. I will use only my own files and folders. I will not access another individual's files and folders without his/her permission.
9. I will not reveal or post personal information belonging to myself or another person (i.e., passwords, addresses, or telephone numbers).
10. I will follow copyright laws.
11. I agree to return the Laptop and power cords in good working condition.
12. I will never loan out my Laptop to other individuals.

Following Federal, State and, local laws, The Richland School District will protect student and employee data. However, I understand that my use of any district technology (computer, network, internet, resources, etc.) will be monitored and is neither private nor confidential to district/authorized personnel. I understand that if I violate this agreement, the district's policies and procedures, or my student handbook, I may not be allowed to continue to use technology or I may receive other appropriate consequences.

Individual school Laptop and accessories must be returned to Richland School District at the end of each school year. Students who withdraw, or terminate enrollment at Richland School District for any reason must return their individual school Laptop on the date of termination.

Richland School District Laptop Protection Plan Coverage

Student Name _____ **Student ID** _____

Students:

I have read the Richland School District's Laptop Responsible Use Guidelines and Procedures

- I have read and agree to comply with the Laptop Responsible Use Guidelines and Procedures of Richland School District.
- I agree to comply with the Richland School District's Policy 2314 Rules & Regulations (RR) and associated Responsible and Internet Use Policy.
- I understand that I may lose my Laptop privileges as a result of my inappropriate behavior, and may be financially responsible for damage or loss of any Richland School District Laptop.
- I will return the Laptop, power adapter, cable, and associated accessories when requested at the end of the school year. I understand that I will be charged for any missing equipment, cables, and/or accessories.

Student – Print your name here:

Signature and date here:

Parent/Guardian:

I have read the Richland School District's Laptop Responsible Use Guidelines and Procedures

- I understand the procedures and requirements to which my student must comply, the Richland School District's Policy 2314 Rules & Regulations (RR) and associated Responsible and Internet Use Policy.
- I accept responsibility for any damage or neglect that may result from my student while the Laptop is in his/her possession or control, which may result in monetary charges.
- I understand that my student may lose his/her Laptop privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect, or loss to any District Laptop.
- I understand my student must return the Laptop, power adapter, cable, and associated accessories when requested at the end of the school year. I understand that I will be charged for any missing equipment, cables, and/or accessories.

Protection Plan Option Selection (**CHECK ONE**):

Accept Protection Plan Policy (self-insured, managed by Richland School District) - \$50. Students may submit the \$50 Protection Plan fee to the school bookkeeper.

Declining Protection Plan and assuming full responsibility for damage, theft or loss of the Laptop.

Parent/Guardian – Print your name here:

Signature and date here:

Current Address: _____

Phone number: _____