

Kirtland Local Schools Laptop Guidelines and Procedures With Student Acceptable Use Policy

One Lenovo N22 is issued to this student, along with a charger. These items are on loan to the student in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

Identification labels have been placed on the laptop. **These labels are not to be removed or modified.** If they become damaged or missing the IT Support Staff should be contacted for replacements.

The Lenovo N22 that has been issued to this student is, and at all times remains, the property of Kirtland Local Schools and is herewith being loaned to the student for educational purposes only for the academic school year, and must be used in accordance with the Policies and Procedures contained herein, the Student Code of Conduct, the Kirtland Local School District Acceptable Use Policy, and any applicable laws.

Use of this computer, as well as access to the computer network, the Internet and email are a privilege and not a right. The computer and accessories are provided for educational purposes only, and are intended to support the learning objectives of Kirtland Local Schools.

Using the Computer at School

1. Each computer is assigned to an individual student. Students should never “swap” or “share” their computer with another student. Laptops should be in a student’s possession or secured in a classroom at all times.
2. Students may never share their password with another student. Passwords should always be kept confidential.
3. Students are responsible for bringing their laptop, **fully charged**, to school each day.
4. Students should never eat or drink while using their laptops, or use it near others who are eating and drinking. Caution must be taken around food and liquids because students are responsible for any damage to their device.
5. Students are responsible for saving or backing up their documents to Google Drive or portable media storage.
6. Students are not allowed to download or install any software without the permission of the District IT staff.
7. Students are prohibited from downloading or installing illegal music/movies or other copyrighted material. Additionally, altering or modifying the original pre-set software image without District IT Staff permission is prohibited. Examples include but are not limited to:
 - a Loading unauthorized software applications
 - b Changing the computer name
 - c Altering pre-loaded applications
 - d Altering security & filtering software
9. Students are prohibited from taking photos or videos at school without prior approval from teachers and/or administrators. Inappropriate use of the camera will result in disciplinary action.
10. The district/school will periodically check devices for unauthorized materials.
11. Students should immediately report any inappropriate or careless use of a device to a teacher or other staff member.
12. Students are prohibited from downloading programs, music, games, and videos.
13. Students must comply with all requests to turn over laptop and equipment by teachers or administrators. Failure to do so could result in disciplinary action.

Kirtland Local Schools Laptop Guidelines and Procedures With Student Acceptable Use Policy

Activities Requiring Teacher Permission

1. Using headphones in class
2. Playing games
3. Each laptop is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st century tool and to develop 21st century communication skills. Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include: recording videos or taking pictures to include in a project; recording a student giving a speech and/or playing it back for rehearsal or improvement; Skype with educational institutions.

Using the Computer at Home

1. The student may not make any attempt to add, delete, access, or modify other user accounts on the laptop and on any school-owned computer.
2. If the computer is lost or stolen, a parent or guardian should **immediately** report the loss or theft to the Principal's office.
3. If the computer is damaged or not working properly, **it must be turned in to the Office where it will be taken to District Technology staff for repair or replacement.** Parents or guardians **are not authorized** to attempt repairs themselves or contract with any other individual or business for the repair of the laptop.
4. Students are responsible for recharging the laptop at home on a daily basis.
5. The District is not responsible for any computer or electronic viruses that may be transferred to or from Student's hard drive or other data storage medium. The student agrees to use best efforts to assure that the School District property is not damaged or rendered inoperable by any such electronic virus while in student's possession.

Using the Computer for Internet and Email

1. Kirtland Local Schools does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the student may be able to access inappropriate material while using their home network. It is the parent or guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
2. Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number, or school name.
3. Parents/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving Internet and email access.
4. Students should be aware that Internet access and email, and other media that are accessed, created, or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

Malfunctioning and Damaged Equipment Policies and Procedures

Occasionally, unexpected problems occur with the laptops that are not the fault of the user (computer crashes, software errors, etc.). The Kirtland Informational Technology (IT) Department will assist students with resolving these problems. Report problems to the Office, and issues will be remedied at no cost.

Kirtland Local Schools Laptop Guidelines and Procedures With Student Acceptable Use Policy

1. Students are expected to report any damage to their computer as soon as possible or at minimum, within a **24 hour period**. If the laptop is damaged or not working properly, it must be taken to the Office and it will be taken to the **Technology Office** for repair.
2. Temporary replacements, known as “swaps”, are available so that learning is not disrupted by the repair process. Students are responsible for the care of the swap while issued to them. The same laptop rules and regulations apply to swaps. Students are required to make frequent backups to their Google Drive in case they need to be issued a swap.
3. Parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the device; this voids the warranty.

Computer Fee

All students in grades 5 through 12 will be required to pay a \$35 non-refundable computer fee before receiving their laptop. This is a yearly fee.

Cost of Repairs or Damage

The Warranty will cover wear of defective parts on all laptops for a period of 1 year. When repairs for accidental damage are needed, the first accidental repair is a **\$25 charge**. The second repair is a **\$35 charge**. The third repair is a **\$50 charge**. After the third repair students will lose their take home privileges. If a fourth repair is needed, the fee will be the **entire cost** of the repair. These charges are yearly and start over with each new school year.

Students are also responsible for the cost of replacing their power adapter. The replacement cost for power adapter are as follows:

Power Adapter \$35

Lost or Stolen Equipment Policies and Procedures

If the laptop is lost/stolen the student/guardian will be responsible for the **entire** replacement cost of the laptop and power adapter.

General Use and Care of the Computer:

1. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their rights and privilege to use the computer. The equipment will be returned when requested by Kirtland Local School, or sooner, if the student withdraws from Kirtland Local School prior to the end of the school year.
2. Students are expected to treat the laptop with care and respect. The computer is the property of Kirtland Local Schools.
3. Students are encouraged to help each other in learning to operate their computer. However, such help should be provided with voices and not hands. Students should operate their own computer at all times.
4. Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.
5. Students **should not** use the laptop while walking. Laptops should only be used while they are on a flat, stable surface such as a table. Laptops can be fragile, and if they are dropped they may break.
6. Computers and charger should be protected from the weather, water, liquids, food, pets, and bookbag damage.

Kirtland Local Schools Laptop Guidelines and Procedures With Student Acceptable Use Policy

7. Students should never eat or drink while using the laptop, or use the laptop near others who are eating and drinking.
8. Students should use care when plugging in the power cord.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their assigned computer in accordance with these Guidelines and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use this computer in an appropriate manner may result in the following consequences, as determined by the staff and administration of the Kirtland Local Schools: Cancellation of student use and/or access privileges, including the privilege of taking the computer home. Suspension from school. Expulsion from school. Civil or criminal liability under applicable laws.

FREQUENTLY ASKED QUESTIONS:

What do I do when my computer needs service?

Bring the computer to the Office. Someone in the office will contact the Technology Office.

How long will it take to fix?

Every attempt to troubleshoot and repair the computer will be made in a timely manner. Some repairs may require sending the computer to an authorized Repair Center.

If a computer is sent out for repair, how long will I be without it?

Typically, the repair process will take 2-5 days.

Will I lose my files?

During the course of the repair files may be erased. It is important that students back up important data on a regular basis. If possible, files should be backed up before turning in the computer for repair.

Who will backup my files?

Every student is responsible for backing up his/her files to the server or to portable media, for example a flash drive or external hard drive. It is recommended that important files be archived to portable media so the student will be able to access those files in the future when they may no longer have access to the school owned computer. Students will be given access to google drive in which to backup their documents.

What about internet usage at home?

Internet and filtering will be provided when the computer is used on the Kirtland campus. Families are responsible for internet and security at home. The best security is to require the student to use their laptop computer in a "family" area. That way parents can monitor what the students are doing and when the computer is being used. Parents should set limits and enforce them.

Privacy

Kirtland Local Schools retains control, custody and supervision of all Lenovo N22 computers, iPods, iPads, tablets, desktop computers, networks, and Internet services owned or leased by Kirtland Local Schools. Kirtland Local Schools reserves the right to monitor all activity by students. No expectation of privacy in the use of school computers including e-mail, stored files or Internet sites visited should be assumed by the student-users.

All users need to be aware Kirtland Local Schools has the ability to monitor Internet usage. Using computers to visit sites that are inappropriate under our Code of Conduct and that do not meet the educational purposes of the program may result in revocation of privileges. Authorized members of our IT

Kirtland Local Schools Laptop Guidelines and Procedures With Student Acceptable Use Policy

Department may periodically review material stored on the hard drives. Never put anything in an e-mail or on a hard drive that would be embarrassing, inappropriate or illegal.

The Kirtland Local Schools Code of Conduct is in effect and is applicable to student use of computers.

Updated 5/19/17

Kirtland Local Schools Laptop Guidelines and Procedures With Student Acceptable Use Policy

Policy [7540.03](#) - STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's personal communication devices (that is, according to Policy [5136](#), computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Policy [5136](#), computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access, through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the

Kirtland Local Schools Laptop Guidelines and Procedures With Student Acceptable Use Policy

Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications**

- B. the dangers inherent with the online disclosure of personally identifiable information**

- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and**

- D. unauthorized disclosure, use, and dissemination of personal information regarding minors**

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Kirtland Local Schools Laptop Guidelines and Procedures With Student Acceptable Use Policy

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
as amended (2003)

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

47 C.F.R. 54.500 – 54.523

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With Student Acceptable Use Policy**

Acceptable Use Policy and Laptop Agreement

By signing below you are attesting that you have read and understood the contents of the acceptable use policy and laptop agreement. This paper must be signed by a Parent or Guardian before the laptop leaves the school.

| | |
|---------------------------|-------|
| Student Name (Print) | Grade |
| Student Signature | Date |
| Parent/Guardian Signature | Date |

The annual \$35 fee must be paid before the student will be given their Lenovo N22

Any damage fees or delinquent computer fees from previous school years must be paid in full before the Lenovo N22 computer will be issued annually.