

Kirtland Local Schools Laptop Guidelines and Procedures

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 teacher 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.

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12. Students must comply with all requests to turn over borrowed laptop and equipment by teachers or administrators. Failure to do so could result in disciplinary action.

Activities Requiring Teacher Permission

1. Using headphones in class
2. Downloading programs, music, games, and videos
3. Playing games
4. 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 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 KHS Informational Technology (IT) Help Desk will assist students with resolving these problems. These issues will be remedied at no cost.

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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 **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 3 through 12 will be required to pay a \$40 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 \$22.00

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 should be protected from the weather, water, liquids, food, and pets.

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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 Technology Department in the Elementary School. Please get permission from your teacher before coming to 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.

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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 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 8/20/18

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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 \$40 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.