

USD 405 Laptop Guidelines

Introduction

The IBM Laptop and carrying case that have been issued to each student grades 7 through 12 are the property of the USD 405 Schools. This computer is on loan to the student and must be used in accordance with the following guidelines:

- Laptop Computer Security Policy During the school day
 - Students must have laptops with them, or locked in their school lockers. Laptops must never be left unattended. Faculty will pick up and give unattended laptops to the Office.
 - Laptops must be kept in the backpack issued with the laptop. They may **not** be kept in regular book bags or backpacks.
 - Grades 7-8 may check their laptops out at the end of the day and are responsible for the safe return for school the next day. For grades 9-12 it is recommended that laptops go home with students each evening for recharging.
- Students are not to deface their laptops or carrying cases in any way, for example, with stickers, white-out, etc. If there are any questions, check with the administrators.
- Computer Acceptable Use Guidelines: USD 405's network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 405. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary consequences.
- E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.
- Use of the computer (including "Instant Messaging") for anything other than a teacher-directed or approved activity is prohibited during instructional time.
- The Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
- Internet computer games are prohibited in classes, activity period, and the library during regular school hours.
- Installation of peer-to-peer file-sharing programs is strictly forbidden. Using iTunes or similar programs to share music is also forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist, or language arts department person.
- If you have a specific need for additional software or you want to add personal software, you must request approval prior to the installation.

- Computers may not be used to make sound recordings without the consent of all those who are being recorded.
- Sound must be turned off at all times, except when being used as a part of a class.
- Students may use their own headphones to listen to music, etc., if they have the instructor's permission.
- The school has a limited amount of information that it can transfer at any one time. When downloading large files over the Internet or backing up files to the server, students should be hard-wired to the network.
- Deliberate attempts to degrade the USD 405 network or to disrupt system performance will result in disciplinary action.
- School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
- Lyons High School reserves the right to define inappropriate use of technology.
- Each computer is covered by Asset Protection, which covers defects in materials and workmanship for a period of 3 years from the date of purchase of the machine.
- Before a student is issued a laptop, he or she must have paid the district technology fee, the student and parent must have attended an orientation session, and have signed the Computer Acceptable Use Guidelines form. The insurance will cover Theft, Accidental Damage, Fire, Power Surge, Vandalism, & Natural Disasters. (Earthquake & Flood Coverage is not available.) Lost power cords and batteries are not covered and are the responsibility of the student/parent. There is a deductible of \$100 per incident, which is the responsibility of the student/parent.

USD 405 School Laptop Acceptable Use Guidelines

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or laptop privileges as well as other disciplinary action.

Student Name _____ (Please print)

Student Signature _____

Date _____ Graduating Class _____

As the parent or guardian of this student, I have reviewed and discussed the USD 405 school laptop guidelines and policies with my child. I understand that network access is designed for educational purposes. I recognize that, even though the school network has an Internet filter, it is impossible to entirely restrict access to controversial materials. I also understand that my child's photo and/or work (writing, drawings, etc.) may occasionally be published on the Internet and may be accessible on a World Wide Web server unless I specify otherwise.

Parent Name _____ (Please print)

Signature of Parent/Guardian _____

Date _____