Kindred Public School
Student Laptop Computer Policy Handbook 2019-20

The Vision for Teaching and Learning in the Kindred Public School District

The 1:1 laptop initiative gives students the tools to have instant access to the world of information and also to become producers rather than just consumers of information that is available through the use of technology. The goal of the initiative is to provide each 7th–12th grader access to a computer and more technology opportunities to all students. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. Academic work for courses always takes priority over any other use of the computer and other media center equipment.

The Kindred Public School District (KPSD) is taking an aggressive initiative to transform teaching and learning within the district. The 1:1 laptop initiative allows several things to occur for the benefit of student learning, some of these include the following:

- Promoting student engagement and enthusiasm for learning.
- Encouraging collaboration among students, teachers, parents, community members, and people throughout the nation and world through interactive capabilities and opportunities.
- Guiding students in their learning and production of knowledge.
- Allowing students access to information, along with an opportunity to connect it to their learning in a meaningful manner.

Apple describes it in this way, "Students become pilots of their learning not just passengers along for the ride." Research shows that the 1:1 initiative "levels the playing field" for all students, regardless of any families' economic situation.

PART ONE: NETWORK USE AND CONDUCT POLICY

Ownership

KPSD retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, Kindred administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

Equipment Provided

Efforts are made to keep all laptops configurations the same. All Computers include ample RAM and hard-disk space, a protective laptop case, software, a power adapter, and other miscellaneous items. KPSD will retain records of the serial numbers of provided equipment.

Responsibility for Electronic Data

The Student is solely responsible for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary. KPSD students have access to two secure cloud-based storage areas–GAFE (Google Applications for Educations) and the State K12 Office 365.

The following is a list of rules and guidelines that govern the use of the Kindred Public School District's computer and network resources.

Network Resources in this document refer to all aspects of the school's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of the school's network resources, whether this access occurs while on or off campus.

Students will:

- Access the system for educational purposes during school hours, (this includes the use of networked printers in the building).
- Use appropriate language and be respectful of others. This includes no cyber-bullying.
- Observe and respect license and copyright agreements.
- Keep passwords and personal information confidential (Student names, telephone numbers, and addresses should not be revealed over the system).
- Return the laptops to the KPSD Technology Department at the end of the school year for system updates and reimaging.

Students may not use network resources:

- To create, send, share, access or download material, which is abusive, hateful, threatening, harassing or sexually explicit;
- To alter, add or delete any files that affect the configuration of a school computer;
- To conduct any illegal activity (this includes adhering to copyright laws);

- To access the data or account of another user (altering files of another user is considered vandalism);
- To copy KPSD school software (copying school owned software programs is considered theft).

In addition, students may not:

- Attempt to change any KPSD network or server configuration.
- Give their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent).
- Ever use any option that "remembers" your password. The easiest way to breach security is to allow someone else to use your login account. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, and any website to which you saved your password.
- Give password(s) to anyone.
- Record staff or students without their consent or knowledge, this includes:
  - webcam
  - laptop
  - camera
  - cell phone
  - or any other digital device.
- Post anonymous messages.
- Forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."
- I.M. (instant message) or chat during class unless relative to academic related expectations.

Discipline

Any student who violates the rules and expectations relative to this Handbook and technology use will be subject to disciplinary action. Consequences may vary from a letter or a phone call home to detentions or suspensions depending on the violation or degree of computer misuse. Students who violate the rules may also lose access to the laptop for a period of time or have their hard drives restored to the original settings. Serious violations will result in the students' use of technology restricted and/or revoked.

PART TWO: LAPTOP USE AND POLICIES FOR STUDENT

Computer Damages and Care

Insurance Program

- Parents are given the opportunity to purchase insurance for the computer at a rate of $40.
- If the parent/guardian opts out of the insurance,
  - they will be responsible for the full cost of any repair.
  - students are to keep their computer on school premises at all times.
- If a computer is lost or stolen,
  - the parent will be responsible for providing a police report.
  - the family will be responsible for a $99 deductible charge.
- A list of covered items is found at the end of this document.

Computer Damages

- If a computer is damaged, the school must be notified immediately. If a student damages a computer due to negligence, the student/student's family is responsible for paying repair or replacement costs.
- KPSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to:
  - Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school.
  - Lending equipment to others other than one's parents/guardians.
  - Using equipment in an unsafe environment.
  - Using equipment in an unsafe manner.
- A student who does not have a computer due to a computer being damaged accidentally will be allowed to use a computer from school. These computers are called "Hot Swaps" and will be available for students to use during the time of repair.

- A student who does not have a computer due to a computer being damaged intentionally **may** be allowed to use a "Hot Swap," only if there is one available and if the damage makes the machine unusable. The student will not be allowed to take the computer home. Other options for use in this situation would include access to a school machine during school hours.
- If the computer bag is damaged, the student is responsible for the cost to replace it. Insurance does not cover it.

Appropriate Use in Education

- Students will have ethical and appropriate use of technology lessons presented to them prior to issuance of a laptop. It is important that students are aware of appropriate use of technology for their own protection, security and in order to effectively use technology in the 21st Century.
- Topics covered in these learning sessions will include information on cyber bullying, inappropriate web sites, online safety, plagiarism, and misuse of the equipment.

Bringing the Computer to School

- It is imperative that students bring their computers to school each day for their learning.
- Teachers will be designing their lessons and classrooms based on students having access to their computer.
- When the computer is not being used in class it is to be closed or at a 45-degree angle. (Courtesy Mode)
- The computer must be kept in the carrying bag at all times when it is not being used.
- Students who accidentally leave their computers at home may have access to a limited number of computers ("Hot Swaps") that are available in the Media Center. Students would not be able to take this computer home with them.

Charging of Computers

- It is the student's responsibility to have their computers charged each day when they come to school.
- During a normal school day, a typical computer fully charged (through a normal electrical outlet) can be used for the entire day for classes with no additional charging required. If a student repeatedly comes to class with a computer that is not charged, specific consequences may occur for the student.
- Establish a routine at home for the charging of the computer so that it can charge overnight. The charging time of the computer and responsibility is very similar to the charging of a cell phone.
- It is the student's responsibility to maintain the charger. The student/parent will replace lost or damaged chargers. It is recommended that students NOT use the prongs on the charger to wrap the chord, as over time, this has proven to damage the chord.
- KPSD will provide SOME charging stations for students.

Downloading Programs & Personalizing the Computer

- Only the Technology Director can download programs to the student computers.
- All students will be able to personalize their computer through the legal downloading of music from iTunes, CD's, and other similar methods, although illegal downloading sites are forbidden to students. In addition, screen savers and backgrounds may be placed on the computer. All items must be appropriate and not violate any school policies.
- Each computer and bag are easily identified by a specific numbering system ("Asset Tag") that is placed on the computer by KPSD.

Computers from Home

- Students are not allowed to bring their personal computers from home to use. Computers at KPSD are all formatted with the same basic programs and structures, and many of these are not possible on other computers.

Ear Buds

- The uses of ear buds in class and/or during study times are at the teacher/supervisor's discretion.
- Ear buds will not be provided by the KPSD.

Student Printer Use

- Students will have access to the printer in the Media Center. Any other locations that are needed will need to be accessed by the teacher, and the student will need to send the material to the teacher in order to have it printed.
- It is hoped that less material will need to be printed as a result of the opportunities to communicate learning to the teacher by sending assignments and other materials to them through their computer.

Read all Safety Warnings and information

- The computer comes with some general information for its user. Reading this will allow you to understand more about the computer and its capabilities, along with general hints and reminders for the care of the computer. The information is at: https://manuals.info.apple.com/MANUALS/1000/MA1698/en_US/mb_air_11_inch_early2015_essentials.pdf

PART THREE: LAPTOP CARE REMINDERS

You are expected to follow all the specific guidelines listed in this document and take any additional common-sense precautions to protect your assigned computer. **Loss or damage resulting from failure to abide by the details below may result in full financial responsibility.**

General Care

- Treat this equipment with as much care as if it was your own property.
- Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing. If these actions are taken, families will be responsible for 100 percent of the repair or replacement cost. Here are some examples:
  - Keys are ripped off
  - Charging port has been interfered with not allowing the laptop to take a charge.
  - Careless use of headphone port.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Keep the equipment clean. For example, don't eat or drink while using the computer.
- Do not do anything to the computer that will permanently alter it in any way.
- Back up your data to the cloud. Never consider any data safe when stored on only one device.
- Do not put stickers or use any type of markers on the computer.
- DO NOT charge your computer while it is in the bag or on any soft surface such as a bed or sofa. Ensure that the computer has air circulation while charging.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.
- Do not walk from one location to another with an open computer. This is applicable at school and at home.
- Anything on the desktop will not be saved or be retrieved if there are system issues. It is recommended to use the cloud or an external hard drive to back up pictures, movies and music.

Keep Your Computer in a Safe Place

- The computer bag, with the computer and other equipment, must be stored in a safe place (A locker, when locked, is considered a safe place). Don't leave the computer on the floor where it might be stepped on, or within reach of small children or pets. Don't leave it in a car or anywhere it might be exposed to extreme temperatures.
- Laptops left in bags in classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. Unattended and unlocked equipment, if stolen–including at school–will be the student's responsibility.
- If on an athletic team, never leave computers in school vans, in the gym, in a locker room, on playing field, or in other areas where it could be damaged or stolen. Students should make arrangements for their computers to be monitored by an adult at all off-campus events.
- Avoid storing the computer in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as it's not excessively hot or cold.

Computer Bags

- Each student will be given a computer bag that they are required to use to carry their computer in during the school day and outside of school. This is the only bag that is approved for the computer to be placed in. It is specially designed for the computer that students are using. It comes with a pouch for the charger. Nothing else should be placed in the computer bag, but the computer itself.

Keep Your Laptop Away from All Liquids.

- Exposure to liquids will severely damage a laptop and will result in large repair costs. Water, pop, juice, power drinks, coffee, etc. can ruin your computer completely. Keep food and liquid away from your laptop. Open cans of pop and

cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your backpack with your laptop—**even if it is sealed**.

Computer Problems

- It is a student's responsibility to maintain a 100% working computer at all times.
- If the student's computer is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. if the problem still exists, take the computer to the Media Center for a Hot Swap until the computer can be repaired.
- If you are away from the school and need assistance, send an email to the District "Help Desk" by clicking on the Help Desk link in Self-Service. This will generate a "help" file and can be accessed 24/7. Even though response will not be immediate, district personnel capable of finding a solution will be notified and the problem taken care of in as timely a manner as possible.
- When in doubt, ask for help.

Only One User

- Do not allow anyone else to use your computer other than your parent or guardian. Loss or damage that occurs when anyone else is using, it will be your responsibility.

Cleaning the Computer

- Use a soft, dry, lint-free cloth in most cases when cleaning the computer. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Computer screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use cleaning products with acetone or ammonia. Screens are expensive to replace, so it is imperative that they are cleaned appropriately (as listed above) or with cleaners that have been approved by the school technology coordinator or administration office.
- Read and follow any maintenance alerts from the school technology personnel or the administration office.

Shutting Down or Closing the Computer.

- Shut down the computer when it won't be used for an extended duration.
- Putting your computer to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.
- Wait until the Apple Logo on the cover of the computer dims before moving it.
- The laptop lid/screen needs to be completely closed when moving it from one point to another.

Carrying the Computer

- Always completely close the lid before moving it, even for short distances.
- Always store the computer in the laptop bag.
- Bring the provided laptop bag to classes and use the laptop bag whenever transporting.
- Do not store anything (e.g., cords, papers or disks) in the area within the case designed for the computer other than the computer itself as this may damage the computer.
- We recommend that you carry the laptop bag to and from school in your normal school pack. The "vertical sleeve" style laptop case was chosen expressly for this purpose. Do not overstuff your pack–extreme pressure on the laptop can cause permanent damage to the screen and other components. No books should be placed on your laptop.
- Do not grab and squeeze the computer, as this can damage the screen and other components.

Personal Health and Safety

- Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose—when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.
- If possible, set up a workstation at home allows you to situate the screen at eye-level.
- Read the safety warnings included in the Apple user guide which can be found and downloaded at https://manuals.info.apple.com/MANUALS/1000/MA1698/en_US/mb_air_11_inch_early2015_essentials.pdf

DISCLAIMER

The Kindred Public School District (KPSD) is and will continue to do everything possible to keep students safe when using technology. However, the KPSD does not have total control of the information on the Internet or incoming email. The State of North Dakota does provide content filtering at school, but it does not provide 100% security. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Kindred Public School District. While the Kindred Public School District's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. The Kindred Public School District expects students to use technology appropriately and follow all policies when using the Internet. Students found in violation of the policy will be disciplined.

What is Covered?

- Manufacturer defects
- Defects in workmanship
- Accidental drops (of under 6 ft.)
- Accidental liquid spills
- Cracked/nonfunctional LCD screen (2 occurrences included)
- Hard Drive/SSD failure
- Operating system failure
- Wi-Fi connectivity failure
- Charging Issues
- Loss/Theft (must submit police report, $99 deductible)
- Battery replacement (1 occurrence included)
- 2 adaptor replacements

What is not Covered?

- Cosmetic damage not affecting functionality
- Sand/debris damage
- User induced damage
- Excessive damage (drops of more than 6 ft.)
- Negligence
- Full liquid immersion
- Accessories