

Hartford Jt. #1 School District

Student Laptop Handbook and Agreement

Laptop Agreement Terms and Conditions

Ownership

The laptop computer remains at all times the property of the District and student's possession and use of the laptop does not in any way change ownership of the laptop. The laptop is provided solely for the use of the student and solely for school purposes. The laptop may not be loaned to anyone else. The student's password and usernames are not to be shared with anyone.

Term of Agreement

It is understood that the laptop will be returned to the District no later than the last day of the school year unless this Agreement is terminated earlier by the District or upon the student's withdrawal from the District. The agreement may be extended, if appropriate, into the summer months for use in the student's summer school studies.

Acceptable Use

The Student Technology Acceptable Use and Safety Policy (7540.03), Technology Privacy Policy (7540.01), District-Issued Student E-mail Account Policy (7540.01), and Remote Access to the District's Network Policy (7543) govern the students' use of the laptop. Failure to comply with the District's policies may result in the immediate repossession of the computer by the District and other consequences for violation of the District's policies. The student's use is also subject to copyright laws. No software may be loaded on the computer without the express prior approval of the District.

Compliance

Failure to comply with the terms and conditions set forth above may result in the termination of this Agreement by the District and the immediate repossession of the computer by the District.

Repossession

Failure to return the computer to the District at the end of this Agreement or when requested to do so by the District may result in the District taking legal action for the return of its property. Should the District have to initiate any such proceedings, you will be responsible for the fees incurred by the District in obtaining the return of its property.

Loss or Damage

- Should the laptop be returned to the District inoperable and/or damaged beyond normal use, the parent is responsible for the reasonable cost of repair or its fair market replacement value. Parents will be billed market value for the part(s) necessary for repair of the device, including intentionally damaged/removed parts, marked/defaced parts, etc.
- **Students/parents will be entirely responsible for the cost of repairs to computers that are damaged or lost.** Repair costs will be based on manufacturer's current price list and the labor required for the repair. **The replacement cost of a laptop is up to \$300.00.** The Student/Parent will be responsible for the repair cost of any intentional damage and/or liquid spilled into the laptop.
- **If the laptop is lost or stolen, replacement expenses at the fair market value on the date of loss will be parent responsibility.** Replacement cost is up to \$300.00
- **All incidents of theft, vandalism and other criminal acts need to be reported to the principal's office and the police department within 48 hours. Incidents happening off campus must be reported to the police by the parent and a copy of the report brought to the school.**

Financial Hardships

If the potential liability may create a financial hardship on the student or parent from obtaining a laptop, please contact the school principal. It is the desire of the District to provide all students with a laptop.

General Laptop Policies and Procedures

Commitment

In your quest for academic success, the District is making a commitment to you by providing a laptop computer. The District needs you to make a commitment to care for the laptop and use it in accordance with District policies.

Inappropriate Content

Inappropriate content will not be allowed on laptops. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures would result in disciplinary action. It is the responsibility of the student to report any web site accidentally loaded which contains obscene, pornographic material or otherwise offensive materials.

Privacy and Safety

- Do not go into chat rooms without permission.
- Do not open, use or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number or passwords.
- Files, email logs are not guaranteed to be private or confidential.
- Observe copyright laws, trademarks and license agreements.
- Plagiarism is stealing and in violation of board policy.
- Hacking is illegal and prohibited. Violators will be prosecuted.
- The student whose name is on the School District Network account is responsible for the use of that account. **DO NOT SHARE.**
- You may connect to the Internet at home or at any "Hot Spot," using an Ethernet cable or Wireless connection.
- Student laptops will be labeled by the District, serial numbers, user accounts and MAC addresses will be used for identification.

Student Responsibilities

- **ALL student-use laptops are required to use the provided or purchased always-on carrying case at all times.** This includes school hallways, transport to home, and even storage in your locker. The district reserves the right to inspect case usage at any time. **Failure to comply with laptop case requirements may result in disciplinary actions and/or loss/restrictions of laptop use.**
- **Intentional damage to any laptop may result in disciplinary actions and/or loss/restrictions of laptop use, including marking, defacing, or removing laptop components. The Student/Parent shall also be responsible for repairs to or replacement of the laptop that is intentionally damaged.**
- Monitor your laptop at all times or lock it up in a secure area.
- Nothing should be placed on top of the laptop.
- Do not store your laptop in a vehicle as extreme temperatures can damage them. It also increases the danger of theft.
- Bring the computer and charging unit to school every school day. Keep the computer locked in your locker when it is in school and not in use.
- Students should never carry their laptops while the screen is open.
- Laptops should be shut down before moving them to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers or labels that are not the property of the District.
- **Arrive at school each day with a fully charged battery.**
- Do not let anyone use the computer other than your parents or guardians.
- Keep the equipment clean. For example, do not eat or drink while using the computer. Keep all liquids/drinks a safe distance from the laptop.
- Adhere to the Hartford School District Computer Technology Network and Internet Acceptable Use and Safety Policy and the Student Technology Acceptable Use and Policy as well as this handbook.
- Computers that malfunction or are damaged must be reported to the Technology Services Department.

Laptop Screen Care

- The laptop screen can be damaged if subjected to rough treatment.
- Do not lean on the top of the laptop or place objects on top of it when it is closed.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, papers, folders).
- The laptop screen should only be cleaned with a soft dry cloth. The screen should never be cleaned with glass cleaner.

Technical Assistance Policies and Procedures

If technical issues occur with your laptop:

- The first step would be to review any technical assistance documentation provided on the Student Laptop Support page or any other self-help documentation the school provides.
- If you are unable to troubleshoot the problem, please ask your teacher and/or bring your laptop to the main office in your building. You will be asked to fill out a trouble ticket. Once a support ticket has been submitted, a technician will work to help you resolve your issue. If technical difficulties occur the device may be wiped. The school does not accept responsibility for the loss of data deleted due to reimaging/wiping. All files should be saved to the network/cloud or to an external storage device.
- Loaner laptops may be issued to students when they leave their laptops for repair with the Technology Services Department. Students will be expected to return the loaner laptop at the end of each day until they receive their original laptop back.

Using your Laptop at School

Laptops are intended for use at school each day. Students are responsible for bringing their laptop to all classes, unless specifically advised not to do so by their teacher.

Charging your Laptop's Battery

- Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Repeat violations of this policy will result in disciplinary action.
- Students should bring the charger each day. Use the charger during the day to charge the battery when appropriate.

Screensavers and backgrounds

- Only the District approved background and the District screensaver may be used on the laptops. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures would result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the teacher's discretion.

Laptop Software

Originally Installed Software

- The software originally installed by the District must remain on the laptop in usable condition and be easily accessible at all times.
- It is the responsibility of the Technology Services Department to install additional software and files. Students are NOT ALLOWED to install anything on school laptops.

Security/Virus Protection/Monitoring

- The laptop security and data protection measures enabled.
- Security and/or data protection measures may at any time be able to monitor device usage, IP address, and device location. These security measures do not enable the camera or microphone on the device without the user's consent.
- Students are not allowed to circumvent security measures set by the District.

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on the District network at school and at home. Students are in violation of District policy if they access these sites through proxies. Parents may want to restrict their home access.

Communication

Students will be given an email account through a District-maintained Gmail account.

Hartford Jt. #1 School District Rights and Responsibilities

The **Hartford Jt. #1 School District** (the District) recognizes its obligation to protect the well-being of students in its charge. To this end, the District retains the following rights:

- To log electronic resource use and to monitor file server space utilization by users, and assume no responsibility or liability for files deleted due to violation of file server space allotments.
- To monitor the use of electronic resource activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- To provide internal and external controls as appropriate including the right to determine who will have access to Hartford Jt. #1 School District owned equipment.
- To exclude those who do not abide by the Hartford Jt. #1 School District Computer Technology Network and Internet Acceptable Use and Safety Policy and Student Technology Acceptable Use and Safety Policy, or other policies governing the use of school facilities, equipment and materials.
- To restrict electronic resource destinations through software or other means.
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing electronic resource communications.
- To use filtering software to block or filter access to visual depictions that are obscene and all pornography in accordance with Children's Internet Protection Act (CIPA). Other objectionable material may be filtered. The determination of what constitutes "objectionable" material is a local decision determined by the District's educational goals.

Disclaimer

The Hartford Jt. #1 School District cannot be held accountable for the information that is retrieved via electronic resources.

- Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications.
- Network administrators have access to all communication and will monitor messages.
- Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- The District reserves the right to monitor, inspect, copy, review and store without prior notice any and all usage of: the network; user files and disk space utilization; user applications and bandwidth utilization; user document files, folders, and electronic communications; email; Internet access and any and all information transmitted or received in connection with network and/or email use.
- All such information files shall be and remain the property of the District, and no student or staff user shall have any expectation of privacy regarding such materials. The District reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Wisconsin.
- While the District plans for disaster recovery, not all data is backed up. The responsibility is upon the user to use best practices for maintaining this data. Recovery is not guaranteed for accidental loss of deleted files.
- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites.
- From time to time, the Hartford Jt. #1 School District will make determinations on whether specific uses of electronic resources are consistent with our District policies.
- The Hartford Jt. #1 School District will not be responsible for any damages users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or user errors or omissions. Use of any information obtained is at the user's own risk.
- The Hartford Jt. #1 School District makes no warranties (expressed or implied) with respect to:
 - the content of any advice or information received by a user or any costs or charges incurred as a result of seeking or accepting any information;
 - any costs, liability, or damages caused by the way the user chooses to use his or her access to the electronic resources.

The Hartford Jt. #1 School District reserves the right to change its policies and rules at any time without notification.

STUDENT/PARENT LAPTOP AGREEMENT

Student Information

Last Name _____ First Name _____ Middle Initial _____ Grade _____

Parent/Guardian Information

Last Name _____ First Name _____

Email Address _____

Telephone Number(s)

Home Phone _____ Work Phone _____ Cell Phone _____

The laptop computer owned by the Hartford Jt. #1 School District is being provided for the use of the student under the following terms and conditions:

- The laptop computer remains at all times the **property of the District** and Student's possession and use of the laptop not does in any way change ownership of the laptop.
- The laptop is provided solely for the use of the Student and solely for school purposes. The laptop may not be loaned to anyone else. The Student's password and usernames are not to be shared with anyone.
- Should the laptop be returned to the District inoperable and/or damaged beyond normal use, the **Parent is responsible for the reasonable cost of repair or its fair market replacement value.**
- If the laptop is lost or stolen, replacement expenses at the fair market value on the date of loss will be parental responsibility. **Replacement cost is up to \$300.00.**
- It is understood that the **laptop will be returned to the District** no later than the last day of the school year unless this Agreement is terminated earlier by the District or upon the Student's withdrawal from the District.
- The District's Computer Technology Network and Internet Acceptable Use and Safety Policy and Student Technology Acceptable Use and Safety Policy governs the student's use of the laptop. Copies of the associated policies can be obtained online at the District website, <https://www.hjt1.org/>. The District must have on file the signed form before the student will be allowed to take the laptop home. Failure to comply with the District's policies may result in the immediate repossession of the computer by the District and other consequences for violation of the District's policies.
- The student's use is also subject to copyright laws. No software may be loaded on the computer without the express prior approval of the District.
- **ALL student-use laptops are required to use the provided or purchased always-on carrying case at all times.** This includes school hallways, transport to home, and even storage in your locker. (The district reserves the right to inspect case usage at any time). Failure to comply with laptop case requirements may result in disciplinary actions and/or loss/restrictions of laptop use.
- Failure to comply with the terms and conditions set forth above may result in the termination of this Agreement by the District and the immediate repossession of the computer by the District.
- Failure to return the computer to the District at the end of this Agreement or when requested to do so by the District may result in the District taking legal action for the return of its property. Should the District have to initiate any such proceedings, you will be responsible for the fees incurred by the District in obtaining the return of its property.

By signing below, I acknowledge that I have read the Hartford School District Student Laptop Guide and Agreement and I agree to abide by the conditions set forth.

User's Signatures

Parent Signature _____ Student Signature _____

Date _____

Date _____