



High School Laptop Handbook 2016 - 2017

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Introduction

Vision

Wilkes County School System understands strong leadership is the key to preparing students to be 21st Century learners. Our leadership supports teachers and staff in becoming 21st Century educators through quality professional development. Technologically adept administrators and teachers challenge students to become self-motivated, high performing, and globally aware citizens.

It is the responsibility of educators to provide a future ready workforce prepared to meet the demands of a globally-connected society. Technology enhances differentiated instruction and promotes creative learning, allowing students to become actively engaged learners. Providing equal access to technology resources will level the playing field for all students, regardless of socio-economic backgrounds.

Goals

Increase student engagement, motivation, and self-directed learning.

Improve school to home communication.

Improve the quality of student learning and academic achievement as they develop 21st Century skills.

Provide greater access to educational opportunities, formative assessments, and differentiated instruction by providing one to one 24/7 access to laptops.

Equip students to become life long learners.

Terms of Loan

Issuing of Laptops

All students new to the laptop program will be issued a laptop as part of the registration process after a parent meeting is conducted and proper parent and student signatures are provided. The laptop will be assigned in the same manner as a textbook. The serial number of the laptop will be recorded. Once the laptop is issued to a student, it will stay with the student for the remainder of the school year, or until the student withdraws from school. Students will be reassigned their original laptop each year while enrolled in Wilkes County Schools. Students are responsible for bringing the laptops to school, taking them home each day, and charging them for use the next day. The laptops are not to be left unsupervised at school or at home in unsecured locations.

Conditions of Loan

Wilkes County Schools will loan a laptop to students upon compliance with the following:

- a) Student Training session
- b) Parent Orientation
- c) A signed Student Acceptable Use Policy
- d) A Laptop Agreement signed by the student and parent

Wilkes County Schools will hold the legal title to the laptop and all accessories. Right of possession and use is limited to and conditioned upon full and complete compliance with all Board Policies and other guidelines outlined in this Laptop Handbook.

Wilkes County Schools does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided on an "as is" basis without warranties of any kind. In the rare case that the network is down, neither Wilkes County Schools, nor any of its agents or employees will be responsible for lost or missing data.

Terms of Agreement

The right to use and possess the laptop and all peripherals terminates no later than the last day of the school year unless earlier terminated by the district or upon withdrawal from the school through dropping-out, suspension, expulsion, or transfer. The student must leave the laptop at the school where it was originally assigned. If the student enrolls in another school within the district, he or she will be reissued a laptop upon admittance into the new school. The school principal or his or her designee will be in charge of seeing this equipment is returned in a timely manner. Failure to return the laptop on or before this date to the school principal or his designee may result in criminal charges being sought against the student, parent, and/or the person who has the laptop. The laptop remains the property of Wilkes County Schools and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person(s).

Failure to return the laptop and peripherals for annual repair and maintenance will result in notification to the parent or adult student* indicating items not returned. The parent or adult student* will have five (5) days to return the items or pay replacement costs or this will be turned over to local law enforcement. The parent or adult student* can be charged with theft.

Wilkes County Schools reserves the right at any time to demand return of the laptop. Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of damage or violation of Board policies and guidelines as outlined in the Laptop Handbook.

District Liability

Although the laptop is provided for use within the district, Wilkes County Schools assumes no liability for any material accessed on the device.

Modification to Program

Wilkes County Schools reserves the right to revoke or modify the Laptop Handbook, policies, or procedures at any time.

Hardware and Software

Hardware Provided

Laptop Computer
Charging Cable
Carrying Case

Software Installed on Laptops

Microsoft Windows Operating System
Microsoft Internet Explorer
Symantec EndPoint Security
Microsoft Office
Adobe Acrobat Reader
Adobe Flash Player
Adobe Shockwave Player
Real Player
Mobile Web Filter

Other software applications may be installed by members of the Technology Department. The software installed by Wilkes County Schools must remain on the laptop in usable condition.

Students involved in the Exceptional Children's Program will be issued a laptop upon the recommendation of the Director of Exceptional Children and school principal. Any assistive technology devices required by a student's Individual Education Plan will be issued based on the recommendations of the Director of Exceptional Children and school principal and installed by Wilkes County Schools' Technology Department personnel.

Care of the Laptop

General Care

Never remove the laptop from the carrying case.

Never remove the battery from the laptop.

When using the laptop, keep it on a flat, solid surface so that air can circulate. Using a laptop directly on a bed or carpet can cause damage due to overheating.

Do not set books or stack items on top of the laptop.

Do not write, draw, paint, or place stickers or labels on the laptop or carrying case.

Keep the laptop away from magnets and magnetic fields, which can erase or corrupt the data.

This includes large speakers, amplifiers, transformers, and old style television sets, etc.

Do not place food or drink near the laptop. Liquids, food and other debris can damage the laptop.

Avoid eating or drinking while using the laptop.

Do not keep food or food wrappers in the laptop carrying case.

The laptop should not be left inside a vehicle where temperatures can cause permanent damage.

Do not leave the laptop exposed to direct sunlight, ultraviolet light, extreme temperatures, or moisture sources for extended periods of time. Extreme heat or cold may cause damage to the laptop.

If the laptop has been in a cold environment, allow the laptop to warm to room temperature before use.

Never attempt repair or reconfiguration of the laptop. Do not attempt to open or tamper with the internal components of the laptop; nor should you remove any screws, doing so will render the warranty void.

Carefully insert cords, cables and other removable storage devices to avoid damage to the laptop ports. Be sure the cords do not cause a tripping hazard.

Do not bump the laptop against lockers, walls, car doors, floors, etc. It will eventually break the laptop.

Immediately report any damage, loss, or problems with the laptop to your teacher.

Cleaning the Laptop

Wipe surfaces with a clean, dry, soft cloth.

Never clean the screen with glass cleaner.

Never use liquids to clean the laptop.

Be sure your hands are clean when using the laptop to avoid buildup on the touch pad and keyboard. Grease and dirt buildup can cause problems with the laptop.

Do not use the laptop in dusty, dirty, or sandy environments.

Screen Care

Do not pick up the laptop by the screen.

Avoid touching the screen with fingers, pens, pencils, or any sharp instrument.

Do not lean on the top of the laptop.

Avoid placing excessive pressure or weight on the laptop screen.

Be careful not to leave pencils, pens or papers on the keyboard when closing the screen.

Carrying the Laptop

The laptop and all components are to be carried in the school provided laptop carrying cases at all times.

Always close the lid and zip the case before moving or carrying the laptop.

To prevent hard drive damage, laptops need to be shutdown between classes.

Do not leave the laptop in visible sight in a vehicle.

Do not leave the laptop in a vehicle for extended periods of time or overnight.

Unplug all cords, accessories, and peripherals before moving the laptop.

Overloading the carrying case will damage the laptop.

Textbooks, notebooks, binders, pens, pencils, etc. are not to be placed in the laptop carrying case.

Any damage due to overstuffing of the laptop carrying case will be treated as abuse.

Never sit or stand on the laptop.

Security

Do not leave laptops in unsupervised areas. Unsupervised areas include the lunchroom, computer lab, buses, locker rooms, media center, unlocked classrooms, gyms, dressing rooms, restrooms, hallways, etc.

Avoid using the laptop in areas where damage or theft is likely. Do not use the laptop during sporting activities or events.

When students are not using the laptops, they should be stored in their secured lockers. Nothing should be placed on top of the laptop in the locker. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a vehicle at school or at home.

During after-school activities, students are still expected to maintain the security of the laptop. Students participating in sports events must secure the laptops by locking them inside their student assigned lockers. Unsupervised laptops will be confiscated by staff.

Loaning Equipment to Others

Students may not loan laptops or laptop components to others for any reason. This includes other family members. Parents/legal guardians may use the laptops to assist their child who is assigned the laptop with homework and school assignments. The laptops may not be used by other family members and may not be used for personal or business use.

Power management

It is the student's responsibility to recharge the laptop battery so it is fully charged at the beginning of each school day. Power outlets may not be accessible in classrooms for recharging. Dimming the brightness of the screen will extend the life of the battery.

Dead batteries or failure to bring the laptop to class will not be an acceptable excuse for late or incomplete work.

All students are required to carry their charger to school to recharge the battery if necessary.

Be careful not to cause a tripping hazard when plugging in the laptop.

For prolonged periods of inactivity, shut down the laptop to conserve the battery.

Protect the laptop by using a surge protector whenever possible.

Allow the battery to completely drain once per month. For assistance, consult your teacher or instructional technology facilitator.

Software and Files

General Information

Laptops come with a standardized pre-loaded image. This image may not be altered or changed in any way.

Altering files, changing BIOS settings or hiding directories or files is prohibited.

Do not alter, copy, remove or add any software including virus protection software. .

All software must be approved and installed by Wilkes County Schools' Technology Department.

Do not change the computer name.

Software, hardware, or additional plug-ins are not to be loaded on the laptops.

Students are responsible for damages caused by any attempt to add, change, or delete software.

The school does not accept responsibility for the loss of any data deleted due to re-imaging laptops.

Music, Games, or Programs

Unauthorized music, videos and games will not be downloaded, installed, or saved to the hard drive, My Documents folder, or file server. This is a violation of Wilkes County Schools' Acceptable Use Policy and may be a violation of federal copyright laws. Music and games can be disruptive during class and will not be brought to school unless the student has permission from the teacher for an educational project.

Deleting Files

Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could interfere with the functionality of the laptop. Re-imaging fines may apply.

Network Student Storage

Students will have network storage space accessible with a unique student login. Students are expected to save important items in this space.

When not on the school network, students will not be able to save information directly to the laptop. All data must be saved to a flash drive or online when not on the school network.

If a flash drive is provided by the school and is lost, damaged, or stolen, the school will not provide another flash drive to the student; therefore, in order to save information, the student will be responsible for replacing the flash drive.

Screensavers/Wallpapers

The laptop will be equipped with a standard screensaver and wallpaper, which will not be modified. Students who change screensaver or wallpaper may be charged re-imaging fees.

Passwords

Students are not to activate any passwords on the laptop such as start-up (BIOS), hard drive, or file system passwords. Re-imaging and repair fees may be charged

Students will login only under their assigned username and password.

Students will not share their passwords with other students.

Sound

Laptop sound will be muted at all times unless permission is granted from the teacher for instructional purposes. No headphones are allowed without express permission by the teacher for instructional purposes.

Printing

Help conserve our instructional resources by using print preview. Students must ask for permission from the teacher before printing.

Student Responsibilities

Students are responsible at all times for the laptops, whether at home or school. The student assigned the laptop is responsible for all use of the laptop. Unsupervised laptops will be confiscated by staff and taken to an onsite technology staff member; the student may be charged a confiscated/found laptop fine when the laptop is claimed. Disciplinary action may be taken for repeat offenders.

Students are required to bring the laptop and power adapter to school each day with a fully charged battery. Students must bring the laptop to all classes, unless specifically instructed not to do so by their teacher. A laptop left at home is not an acceptable excuse for not submitting work; a reduction in a grade may be given. A lost document is not an excuse for late or missing work. Students leaving laptops at home will be required to complete assignments using alternate means, determined by the teacher. Students will not be given the use of a loaner laptop if he or she leaves the laptop at home. Disciplinary action may be taken for students who repeatedly leave a laptop at home.

Users are responsible for their actions and activities involving school owned computers, networks and Internet services and for their files, passwords, and accounts on school owned equipment. Students must ask for assistance if they do not know how to operate any equipment. Students are responsible for their ethical and educational use of all computer hardware and software. Students should monitor all activity on their account(s) and report anything suspicious to their teacher or instructional technology facilitator. Students who identify or know about a security problem are required to communicate the issue to their teacher without discussing it with other students.

The same rules and expectations for student conduct also apply to student use of computers. Intentional misuse or neglect can result in loss of laptop use, disciplinary action, and/or fines for any needed repairs or maintenance. The school principal will have final authority to decide appropriate disciplinary action if students are found to be responsible for any unacceptable activity.

Email and Internet Use

Email

Students are provided a filtered/monitored email account by the school. Email correspondence will be used for educational purposes only. When emails are sent, the name and user identification are included in the email message. Students are responsible for all email originating from their user account. By utilizing an email account, the user authorizes designated system administrators access to the email. Emails will be made available to district, local, state, and federal officials in association with any investigation. Emails, stored data, transmitted data, or any other use of online services are not confidential and may be monitored at any time by designated staff to ensure appropriate use.

Internet Use

As required by the Children's Internet Protection Act (CIPA), a filtering solution is maintained by the district for school and home use on the laptop. Filtering not only restricts access to unacceptable sites, but also restricts access to chat rooms, some online games, and web mail. Wilkes County Schools can not guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision. Log files are maintained on each laptop with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the laptop, network, and the Internet. Wilkes County Schools will not be responsible for any harm suffered while on the network or the Internet.

Students are required to notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

Home Internet Use

Wilkes County Schools will not serve as a home Internet service provider. However, the district will provide Internet filtering for the laptops while connecting to the Internet from home. It is the responsibility of the parent or guardian to monitor student laptop use, especially Internet access, while at home.

To access the Internet from home, the parent or guardian must contract with an Internet service provider. The ability to access the Internet from home varies from situation to situation. No guarantee is implied. Accessing the Internet from home is the financial responsibility of the parent, guardian, or adult student*.

Internet Safety

Immediately report any unauthorized activity on the network or Internet.

Notify a teacher immediately if you accidentally access an inappropriate site.

Never read someone else's email or open their files or folders.

Never arrange to meet an Internet contact in person.

Obey all copyright laws.

Protect your user account by logging off when not at the computer. If a student does not log off, any email, network, or Internet activity under their username will be considered the student's responsibility.

Monitoring Laptop Usage

Monitoring and Supervision

Students should not be left unattended while using laptops or other computers. The laptops will be subject to routine monitoring by teachers, administrators, and members of the Technology Department. Students will provide access to the laptop and any accessories assigned to them upon request by the school or district. A search of the laptop and student files may be conducted at any time.

Laptops should be used at home in locations that can be easily monitored and supervised by a parent. Unsupervised use is strongly discouraged; use in a child's bedroom is highly discouraged.

Privacy

There should be no expectation of privacy regarding the contents of computer files or communication using any school owned computer or network. Wilkes County Schools reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via Wilkes County Schools' equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school owned laptops, computers, or other equipment.

School or district administrators or members of the Technology Department may conduct an individual search of the laptop, files, music, videos, emails or other related items. The district will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities conducted through district owned computer systems.

Laptop Inspections

Students may be randomly selected to provide the laptop for inspection. Students with damaged laptops who fail to report the damage will be subject to fines and disciplinary action at the discretion of the school principal.

Unacceptable Behavior

Unacceptable conduct includes, but is not limited to the following:

Using the network for illegal activities, including copyright violations;

Accessing online sites or materials that do not support the curriculum or are inappropriate for school purposes;

Downloading inappropriate materials, viruses, or software;

Using or possessing hacking or file sharing software, including keystroke loggers, batch files, or applications used to bypass laptop or network security;

Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewall as a system administrator;

Using the laptop or network for financial gain, advertising, or political influence;

Vandalizing or tampering with equipment, files, software, system performance, or other network equipment;

Attempting to repair, remove or install computer hardware or software;

Opening the computer to access internal parts;

Causing network congestion or interfering with the work of others, including sending chain emails or broadcast messages, subscribing to mailing lists, mass emails, games, etc.

Intentionally wasting finite Internet or network resources, including, downloading files, streaming music, videos, or games;

Installing, activating, or creating programs that interfere with the performance of the network, Internet, or computer hardware;

Revealing, sharing, or posting personal information including full names, addresses, phone numbers, social security numbers, driver's license numbers, or passwords for yourself or others;

Invading the privacy of others;

Using another person's username or password, or allowing another to access your account using your username or password;

Pretending to be someone else when sending or receiving messages;

Using email, other than the school issued email account, on school owned equipment;

Forwarding or distributing inappropriate email messages;

Engaging in harassment or transmitting obscene messages, pictures, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content;

Utilizing sites selling written papers, book reports, and other student work or any act of plagiarism;

Using unauthorized technology to gain advantage or assessments by providing or receiving information not allowed by the instructor or that is unavailable to other students;

Assisting, observing, or joining any unauthorized activity using the laptop, network, or Internet;

Posting anonymous messages or illegal information;

Accessing or attempting to access chat rooms, instant messaging, or social networking sites including MySpace, Facebook, etc.;

Attempting to disable or circumvent Wilkes County Schools' Internet content filter and firewall including, using or attempting to use proxies to access sites that would otherwise be restricted;

Falsifying permission or identification information;

Copying or modifying files, data, or passwords belonging to others;

Knowingly placing a computer virus on a computer or network;

Writing, drawing, painting, defacing, or placing stickers or labels on a school owned laptops or laptop accessories, or causing other intentional damage;

Attempting to alter data or the configuration of a computer or the files of another user will be considered an act of vandalism and subject to disciplinary action.

Accessing or attempting to access the wired or wireless network with any device that is not property of Wilkes County Schools. Note: Students are not to bring their personal laptop computers to school. Only Wilkes County Schools' owned computers may be used on campus.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols will result in disciplinary action.

Cyber bullying in any form is unacceptable. Students will not engage in any cyber bullying activity. In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action will be based upon whether the conduct is determined to be severely disruptive of the education process so that it markedly interrupts or severely impedes the day-to-day operation of a school. In addition, such conduct also violates school policy. Such conduct includes, but is not limited to, threats, or making a threat on or off school grounds, to harm a member of the school staff or a student. Discipline for cyber bullying will be handled on a case by case basis as deemed appropriate by the school principal. In addition, when any kind of threat is communicated or when a hate crime is committed, it will be reported to local law enforcement.

Students will comply at all times with Board policies, the Acceptable Use Policy, and the Laptop Handbook. Consequences for non compliance with the policies and procedures in this document include disciplinary actions and financial responsibilities. Any failure to comply may immediately end the student's right of possession. The student will also be subject to disciplinary action. The school principal will have authority to decide appropriate consequences regarding non compliance. Wilkes County Schools cooperates fully with local, state, and federal law enforcement for computer crimes recognized under North Carolina General Statutes §§ 14-453 to -458.

Consequences

1st Offense – The student will be contacted by the principal or principal's designee.

2nd Offense - The student and their parent will conference with the principal or assistant principal. The parent must sign that they have been notified of their child's inappropriate use of the laptop.

Subsequent Offense – Other disciplinary action will be taken at the principal's or assistant principal's discretion.

*The principal or assistant principal's has the discretion to permanently confiscate the laptop from the student at any time.

Technical Support and Repairs

In the event the laptop needs repair, report it to the teacher as soon as possible. All repairs will be performed by Wilkes County Schools' Technology Department. Parents, guardians, students, or teachers are not allowed to attempt repairs themselves or contract with any other individual or business to repair any school owned computer equipment.

Wilkes County Schools' Technology Department will coordinate the repair work for laptops. Services provided include the following:

- Hardware or software maintenance and repairs
- User account support
- Operating system or software support
- Hardware support
- Re-imaging computers
- Updates and software installations
- Warranty repairs

Technical support is only available during school hours.

If a student has a technical problem at school, the issue should be reported to the teacher immediately. The teacher can escalate the problem to the school's instructional technology facilitator.

If a student has a technical problem at home, document the problem as completely as possible recording any error messages, exactly what the student was doing at the time, and the software being used when the problem occurred. Give the information to the teacher the next school day. The teacher can escalate the problem to the school's instructional technology facilitator.

If a laptop is damaged, it will be repaired as quickly as possible.

Warranties, Damages, and Theft

Hardware Warranty

Warranty coverage is purchased by Wilkes County Schools as part of the purchase price of the laptop. The manufacturer warrants the laptops against defects in materials and workmanship. This warranty covers mechanical failure or faulty construction and will provide replacement parts needed for laptop repairs. The manufacturer's warranty does not warrant against damage caused by misuse, abuse, neglect, or accidents. Immediately report all laptop problems to your teacher.

Damage

Wilkes County Schools will provide an accidental damage policy which will cover the laptops. The policy will cover no more than 3 incidents for an individual laptop during the 48 month period. A \$50.00 insurance deductible will be charged to the parents for any accidental damage or neglect to the laptop. Damage fees may be charged to the parents of a student who damages the laptop assigned to another student.

Laptop Damage Procedures

The student will report any damages or problems as soon as possible to their teacher.

The teacher will notify the assistant principal of the hardware damage.

If the assistant principal has any questions concerning the damage, he or she will contact the schools' Instructional Technology Facilitator.

The assistant principal will speak to the student if necessary.

The assistant principal will contact the parent by phone and/or letter to notify the parent of the damage that has been incurred.

The assistant principal will maintain the laptop in their possession until it is turned over the schools' Instructional Technology Facilitator for repair.

As with any school property deliberate or accidental destruction of school property may require financial compensation. Financial compensation will be determined by the school principal. If financial hardship exists, the parent may pay fines in scheduled payments agreed upon by the principal or assistant principal and the parent.

Theft

Incidents of theft occurring off campus must be reported to the police by the parent or adult student* and a copy of the police report must be brought to the school within 48 hours to be given to the school principal or assistant principal. Any theft occurring on school grounds must be immediately reported to a teacher. If the laptop is not in a locked location and is lost, it is defined as a mysterious loss. **Mysterious loss is not considered theft and is not covered by the laptop insurance coverage. The full price of the laptop will be charged for replacement.**

The district will work with the police department to report all model, asset, and serial numbers of laptops to local pawn shops and area law enforcement agencies in the event of loss or theft.

Fines

The school has the right to setup payment plans to clear fines if financial hardship exists. All fees must be paid before students may participate in any end of year or graduation ceremonies.

Parent Expectations

Share in your son's or daughter's excitement about this opportunity and learn along with them as they use this instructional tool to enhance their learning.

While the school system will provide some Internet security through Internet content filtering, there is no substitute for parental supervision when using a computer.

Parents are ultimately responsible for monitoring student use of the laptop and Internet at home.

Parents should ensure that their child adheres to laptop and Internet policies and guidelines set forth in the Laptop Handbook.

Report the need for laptop repairs or theft no later than the next school day.

Sign and follow the Laptop Agreement.

Reimburse the school district for any fines caused by damage, misuse, neglect, or loss.

Parents are responsible for reviewing Wilkes County Schools' Acceptable Use Policy and the Laptop Handbook with their child.

Use of laptop by other family members is not allowed. Parents/legal guardians may use the laptops to assist their child who is assigned the laptop with homework and school assignments. The laptops may not be used by other family members and may not be used for personal or business use.

Parents are responsible for ensuring the return of the laptop and all accessories at the end of the current school year or before the student withdraws from school.

***Students who are 18 years or older or who are legally deemed an emancipated minor are considered an adult student. All legal, ethical, and financial obligations are the responsibility of an adult student.**

Parent and Student Agreement

We are excited to be able to provide your child with a laptop computer while they are enrolled in Wilkes County Schools. These laptops are to be used by the student for learning purposes only. Please note the following conditions of the program:

I understand the laptop is property of Wilkes County Schools and is assigned to the student. I understand the laptop and its contents may be inspected at any time because it is school property.

The student will return the laptop, carrying case, power cord, and any other accessories in working condition.

The student will use the laptop appropriately for school purposes.

The student is responsible for securing and taking care of the laptop.

The student and parent(s) will be responsible for all damage or loss caused by neglect or abuse.

A \$50.00 insurance deductible will be charged to the parents or adult student* for any accidental damage or neglect to the laptop.

The full replacement cost will be charged for lost or damaged cases, batteries, and power chargers or cords.

The student will leave the laptop in the carrying case provided by the school at all times.

The student will not remove the battery from the laptop for any reason.

The student will not store papers, pens, pencils, or other items under the laptop or between the screen and the keyboard in the carrying case.

The student will not attempt to disable or circumvent Wilkes County Schools' Internet content filter or firewall to access sites that would otherwise be blocked.

A \$25.00 reimaging fee will be charged if students download software which requires the laptop software to be reinstalled.

The student will follow the policies, procedures, and guidelines outlined in the Laptop Handbook and the Acceptable Use Policy at all times.

The student will not loan the laptop to another individual.

The student will not use the laptop near food or drinks.

The student will not disassemble any part of the laptop or attempt any repairs.

The student will not place stickers, drawings, markers, etc. on the laptop or carrying case. The student will not deface the serial number sticker on the laptop.

Parents or adult students* will file a police report in case of theft or vandalism that occurs away from the school campus.

If the laptop is not in a locked location and is lost, it is defined as a mysterious loss. **Mysterious loss is not considered theft and is not covered by the laptop insurance coverage. The full price of the laptop, charger, and/or carrying case will be charged for replacement.**

Consequences

1st Offense – The student will be contacted by the principal or principal's designee.

2nd Offense - The student and their parent will conference with the principal or assistant principal. The parent must sign that they have been notified of their child's inappropriate use of the laptop.

Subsequent Offense – Other disciplinary action will be taken at the principal's or assistant principal's discretion.

*The principal or assistant principal's has the discretion to permanently confiscate the laptop from the student at any time.

Yes, I have received a copy of the Laptop Handbook and understand the conditions of the program.

Student Name (Please Print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____ **16**

ACCEPTABLE USE/INTERNET SAFETY POLICY

Policy Code: 3225/7320

The Internet/School Network provides a unique opportunity to enhance global instruction, appeal to different learning styles, and meet the educational goals of the Wilkes County Board of Education. Through the Internet/School Network, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current, varied, and in-depth information.

The Internet should be used in teaching the North Carolina Essential Standards and in meeting the educational goals of the Board of Education. Teachers will integrate the Internet into their curriculum.

REQUIREMENTS FOR USE OF THE INTERNET AND SCHOOL NETWORK

The use of the Internet is a privilege, not a right. Inappropriate use of the Internet may result in limitation or cancellation of user privileges and appropriate disciplinary action. Before using the Internet, all students shall receive training about appropriate on-line behavior. Such training shall include cyber bullying, interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response.

Users of the Internet, including staff and students, must comply with the following requirements.

- The Internet/School Network is provided primarily for school-related purposes. No right of privacy exists in any communication on the Internet or the School Network. This includes school-assigned email accounts and school or cloud based storage space provided by the district.
- The school district monitors and archives employee e-mail messages for 3 years in compliance with Board of Education policies, applicable laws, and regulations. Electronic information is subject to inspection or deletion by authorized members of the Technology Department.
- Students/Staff must meet all standards of expected online behavior and comply with all Board of Education policies, applicable laws, and regulations.
- All staff will model and promote ethical use of technology.
- Teachers will educate students in using appropriate online behavior including Internet safety while using social networking sites and chat rooms as well as the dangers of cyber bullying.
- No person may use school equipment, software, or email for personal gain, profit, or to promote a political position. Wilkes County Schools does not support the advertisement of any product or the promotion of any political agenda via electronic communications. It is the responsibility of school administrators to address such violations (see consequences section).
- No user of the Internet, electronic device, and/or any storage device may engage in creating, requesting or transmitting offensive, fraudulent, pornographic, harassing, obscene, or vulgar images or documents. Messages with derogatory or inflammatory remarks concerning religion, ethnicity, national origin, sexual preference, etc. will not be transmitted or posted.
- Users will not participate in cyber bullying.
- Users will not create or transmit chain letters via e-mail.

- All laws and Board of Education policies apply for all users, including those relating to
- copyright/trademarks, confidential information and public records. Information electronically transmitted or stored is subject to the same copyright laws as govern non-electronic data. The intellectual property of others will be granted the respect afforded copyrighted materials.
- Teachers will supervise and monitor students' use of computers and other technologies.
- Including children under their care before and after school hours and on teacher workdays.
- Accessing programs and websites not appropriate for educational use are prohibited. Students will not participate in Internet instant message activities, visit chat rooms, access personal e-mail accounts (unless it is a curriculum-related requirement) or participate in any activity that may cause harm to themselves or others.
- Teachers and students may use age appropriate Web 2.0 tools for collaboration. Teachers are responsible for reviewing websites' terms of use for age restrictions, and compliance with the Children's Online Privacy Protection Act for students under age 13. (See the Web 2.0 Policy 3223)
- Users will not attempt to gain unauthorized access to programs, websites, network file space, or computer equipment. Attempting to disable or circumvent system filtering software is prohibited. Promoting, advocating, or participating in hacking is strictly prohibited. It is the responsibility of the principal to enforce these policies (see consequences section).
- Users will not maliciously attempt to harm or destroy hardware, software, data, or transmit computer viruses or other malware.
- Unauthorized release, use, and/or distribution of personal information is prohibited. Passwords and other personal information will not be shared or posted in a conspicuous location. Users will not attempt to log in to any system or software using credentials other than their own.
- Users will not change settings on school equipment unless authorized by the Technology Department.
- Disrupting the network is prohibited.
- Users will not download or upload software or files unless authorized by the Director of Technology.
- Users will not save to the network in unauthorized locations. Locations will be designated by Wilkes County Schools' Network Engineer.
- Students may not bring Personal laptops, computers, or iPads, on school premises. Students will be provided laptops in grades 6-12 and mobile carts will be available for students in grades K-5.
- Faculty will have the capability to login a wireless laptop, tablet, or Smartphone using staff credentials for wireless Internet access. These devices may not be directly cabled into the network, but will be allowed to connect wirelessly. Printing services and access to school file servers will not be provided for personally owned devices. Wilkes County Schools' Technology Department will not perform repairs, preventative maintenance, updates, or install software on any personally owned laptop, tablet, or Smartphone. All federal, state, and local laws and policies apply regardless of whether an employee is using a school owned or personal device on school grounds.

- Wilkes County Schools will not be responsible for loss, theft, or damage to any non-school owned laptop, tablet, or Smartphone.
- Opinions expressed as representing the view of the school district must receive prior approval by the superintendent or his or her designee.
- Wilkes County Schools is not responsible for individual employee maintained web pages or contents. Employees must follow all Board of Education policies for school web pages.

RESTRICTED MATERIAL

All users are responsible for appropriate use of technology. Parents, students, and employees should be aware that the school district monitors use of computers. Before a student may use the Internet, the legal parent/guardian should be aware of the possibility that the student could obtain access to inappropriate material. The school district only supports individual students using filtered, e-mail accounts and age appropriate Web 2.0 tools for instructional purposes. The school district has established technology measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The Board of Education shall enforce the operation of these technology measures.

In the event a legal parent/guardian chooses not to allow their child to participate in web based activities, it is the responsibility of the parent to notify the school principal in writing annually. Permission is not necessary for student participation in required online testing.

The Board of Education is aware that information is available on the Internet that is not related to the curriculum. The Board of Education also is aware that the Internet offers information and opportunities to communicate on subjects that are not suitable for school-age children. Filtering software is used to guard against accidental or intentional access to inappropriate Internet locations. It should be understood that no filtering software is 100% effective. The school district will take reasonable precautions to prevent students from having access to inappropriate materials which do not serve legitimate pedagogical concerns. These inappropriate materials include but are not limited to violence, nudity, obscenity, prejudice, or graphic language. The system does not condone the use of controversial or offensive materials. The school district will not limit access to the Internet solely for the purpose of restricting political ideas or social perspectives. The user is ultimately responsible for his or her activity on the Internet. Teacher supervision is required when students are using computers and other technologies.

Confidential student information will be handled according to the guidelines set forth by the Family Educational Rights and Privacy Act (FERPA). If sensitive electronic data is housed online or electronically, great care will be taken to prohibit unauthorized viewing, editing or duplication of files electronically or otherwise.

All school system employees and students will follow the guidelines set forth in the Children's Internet Protection Act (CIPA), the Neighborhood Children's Internet Protection Act (NCIPA) and the Broadband Data Improvement Act (BDIA).

CONSEQUENCES

Student offenses will result in one or more of the following at the discretion of school administrators

- Notification to legal parent/guardian
- Financial compensation for damages
- Limitation or loss of user privileges
- Suspension or other disciplinary action as deemed appropriate by the school administrator
- Appropriate authorities will be notified of illegal activities

- For any act of student vandalism, appropriate disciplinary action will be taken in accordance with the policies of the Board of Education. Appropriate law enforcement authorities may be notified. Students will be held financially responsible for damage repair or replacement costs.

Employee offenses will result in one or more of the following at the discretion of school or district officials

- Private consultation with school or district officials
- Letter of reprimand placed in personnel folder
- Financial compensation for damages
- Limitation or loss of user privileges
- Any other disciplinary action deemed appropriate by school officials
- Appropriate authorities will be notified of illegal activities
- For any act of staff vandalism, appropriate disciplinary action will be taken in accordance with the policies of the Board of Education. Appropriate law enforcement authorities may be notified. Staff will be held financially responsible for damage repair or replacement costs.

CONTRACTS

All students and staff must electronically accept the Requirements for the Use of the Internet and School Network within the Acceptable Use/Internet Safety policy online before gaining access to the Internet. The Acceptable Use/Internet Safety policy will be included annually in the student policy handbook and electronic employee policies.

Legal References: U.S. Const. amends. I; 17 U.S.C. 100 et seq.; Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 115C-391, -325(e), PL 106-554, SBE EEO-C-018, SB 991, 2004, GS 115c-98, GS 115c-398, GS 115c-106

Cross References: Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Copyright Complaint (policy 3230/7330), Standards of Expected Student Behavior (policy 4310), Public Records (policy 5070), Staff Responsibilities (policy 7300), Student Records (policy 4700), Web 2.0 (3223), Hardware (3221), Software (3222)

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