



# Olney Independent School District

## Laptop Acceptable Use Policy

Effective May 21, 2010

## Program Policies at a Glance

### 1. Costs and Fees:

- ★\$40 laptop insurance non-refundable fee every year
- ★\$200 from parents/students will be required in case of loss or theft in order to get a replacement laptop. Laptop will stay at school and be checked out daily until the money is paid. Second offense will result in parents/students paying the whole replacement cost of the laptop. According to **HB1332**, student records can be held until laptop is returned or all fees are paid.

### ★ IT DOES NOT COVER THE COST OF DAMAGE/REPAIR DUE TO STUDENT MISUSE!

#### ★Replacement Costs for Damaged Items

- ★Cracked Screen \$50
- ★Broken Lid \$50
- ★Broken Chassis \$50
- ★Broken CD Drive or Missing Cover \$25
- ★Broken Keyboard \$25
- ★Battery Damage \$116
- ★Re-Image Unit \$25
- ★Lost/Damaged Power Cord \$71
- ★Lost/Damage Backpack or Case \$25
- ★Prices subject to change.

2. Students must clear fines in **30 days**. If not, students will be billed for the **full cost of the repairs** rather than fees only.

3. Games are strictly prohibited. Students may not load, use, or run games on laptops for any reason or from any media.

4. Student may not loan laptops to **anyone** for any reason. If they do so, they are responsible for any fees, fines, or losses.

5. All power chargers are assigned by serial numbers. If a charger is turned in that does not match the database, it will not be accepted and students are responsible for the replacement cost. Students cannot supply a replacement charger, they must be purchased through the school.

6. No external books, folders, or items may be carried in backpacks. Other items can place pressure on the laptop and could cause internal damage to the machine. **LAPTOPS ONLY!**

7. Laptops **MUST BE CARRIED** in school provided bags.

8. Missing laptops must be reported within **24 hours**. If not, the full cost of replacing the unit rests with the student.

9. Laptops reported stolen must be accompanied by a police report that must demonstrate evidence of theft. It is the responsibility of the student/parent to provide the report.

10. If a laptop is deemed **intentionally damaged**, the student is responsible for the full cost of the repair on the first offense. In addition, if a laptop is damaged **two times**, on the **third repair** they are responsible for the full cost of the repair.

11. Parents/guardians and students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Macbook.

12. Disciplinary actions fall under Student Code of Conduct.

Policy effective 5/21/10

## Terms of the Laptop Loan

**Terms:** Parents must sign the necessary agreement and remit the necessary annual fee of \$40 before taking possession of the laptop. Returned checks issued for laptop fees will result in laptops being collected from the student.

**Acceptable Use:** You will comply at all times with the Olney ISD Acceptable Use Guidelines, and the Parent/Student Agreement form which you and your parents have signed. Any failure to comply ends your rights of possession effective immediately. You will also be subject to disciplinary action. **Building principal has final authority to determine appropriate and acceptable use.**

**Liability:** If the property is not returned or is damaged, you are responsible for the cost of repair or the replacement value on the date of the loss. In the case of theft, a police report must be filed and provided to the technology department. If the laptop is lost because of negligence, you are responsible for the full replacement cost of the laptop. Laptops not returned will be considered stolen.

**Repossession:** If you do not timely and fully comply with all terms of this agreement and the Student/Parent Agreement Form, we have the right to come to you to pick up the property at any time.

**Scheduled Evaluations:** Spot inspections of the laptops will occur regularly. Students with damaged laptops who fail to report the damage will be subject to fines and to discipline.

## General Laptop Guidelines

### Screensavers

- Inappropriate media may not be used as a screensaver. A fine may be imposed.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols will result in disciplinary action and loss of laptop privileges.

### Music, Games, or Programs

Music can be loaded on the laptop and saved on the hard drive. Anything not school appropriate will result in disciplinary actions. Only school provided software is allowed to be installed.

**Students are responsible for backing up all files, re-imaging will cause the loss of all stored media. Students will be given a flash drive, but may need to back up personal media files on personal flash drive.**

**Policy effective 5/21/10**

# Laptop Rules and Regulations

## Student Responsibilities

- \*Students are responsible at all times for their laptops, whether at home or school. Misuse of the unit will result in discipline.
- \*Students may only log in under their assigned username. Students may not share their password with other students.
- \*All laptop components (charger, pigtail, duck) are to be carried in the school provided laptop bags at all times.
- \*Students may not loan laptop components (charger, pigtail, duck) to other students for any reason. Students who do so are responsible for any loss of components or for any fees or fines that result from the loan.
- \*Students may not play games or load or download any software on the laptop.
- \*Students are responsible for charging and maintaining batteries in laptop daily.
- \*Laptops come with a standardized image already loaded. These images may not be altered or changed in any way.
- \*It is the responsibility of the student to see to it that critical files are backed up regularly to a flashdrive or CD.
- \*All use of the Internet must comply with district guidelines. Log files are maintained on each laptop with a detailed history of all sites accessed. These files will be reviewed periodically.
- \*Do not leave the power cord plugged into the laptop while in the laptop bag. This will cause damage to the laptop.
- \*When transporting their MacBook to and from school, students should always be sure it is placed in the carrying case, and the case is fully closed.
- \*Students are expected to treat their MacBook with care and respect. The computer and case are the property of Olney ISD, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the MacBook or carrying case are not allowed and will result in loss of privileges and disciplinary actions.
- \*Students should not use their MacBook while walking. Students are strongly encouraged to use MacBooks on a flat stable surface such as a table. MacBooks are fragile, and if they are dropped they may break.
- \*Students should protect their MacBook from extreme heat or cold. **MacBooks should never be left in a car, even if the car is locked. Computers should be protected from the weather, water or other liquid, food, and pets.**
- \*Students should never eat or drink while using the MacBook, or use their MacBook near others who are eating and drinking.
- \*Heavy object should never be placed or stacked on top of your MacBook. This includes books, musical instruments, sport equipment, etc.
- \*Students should use care when plugging in their power cord or phone cord and when using their CD ROM drive. Care should be used so as not to cause damage to the cords. Plug into the electrical source before plugging in to the laptop to charge. When you unplug, remove from laptop first then the electrical source.
- \*Computers should never be placed in their carrying case while they are turned on. The computer should either be turned off or in "sleep" mode. In addition, computers should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the computer to overheat, and will result in damage to the computer.

## Daily Preparation Tasks

- \*Recharge the MacBook battery every night. If you are unable to recharge it yourself, check the MacBook into Technology Staff for recharging before leaving school for the day.
- \*Bring the MacBook to school every day and have it ready to work at the beginning of each class. If a student fails to bring their fully charged MacBook to school each day, disciplinary action may result.
- \*Students who do not have permission to take their MacBook home may pick up their MacBook in the tech room each morning, and are required to return their MacBook to the tech office at the end of each day.
- \*Students may be allowed to recharge their MacBook during classes that are conducive to this. **Very few classes will have this capability, so avoid any potential problems by charging them each night at home.**

## Parental Responsibility

- \*Parents are responsible for monitoring student's use of the laptop at home at all times.
- \*Parents are responsible for reviewing the Acceptable Use Policy with their child(ren)/student(s).
- \*Parents are asked to monitor their students activities on the Internet on a regular basis. Remember, parents are responsible for overseeing their child's use of the Internet while at home.

## **Fees, Fines, and Repair Costs**

Each student will pay a **non-refundable yearly usage fee of \$40**. Students are expected to keep the laptops in good condition. Failure to do so will result in fines as specified below.

\*All fines must be paid in full before laptops will be returned/reissued.

\*Only components that need to be repaired will be turned in to the repair centers. Students are responsible for keeping up with the remaining components.

\*In case of theft, a police report must be filed and a copy provided to the technology department. Student and parents will be responsible for **the \$200 insurance deductible**.

\*Spot checks of laptops will occur regularly. Students who fail to report damage or abuse will be subject to fines and to discipline.

\*First repair, students are responsible for up to \$200 of the repair cost; after second repair, you are responsible for the full repair cost (does not include normal wear/tear repairs).

\*If a MacBook is found unsupervised, there will be a **\$20 fee** to reclaim your MacBook.

Disciplinary action may also be taken for leaving your MacBook in an unsupervised location.

## **General Care of the MacBooks**

\*Treat the MacBook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.

All power chargers are assigned by serial numbers. If a charger is turned in that does not match the database, it will not be accepted and students are responsible for the replacement cost. Students cannot supply a replacement charger, they must be purchased through the school.

## **Replacement Costs for Damaged Items**

Cracked Screen \$50

Broken Lid \$50

Broken Chassis \$50

Broken CD Drive or Missing Cover \$25

Broken Keyboard \$25

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Lost/Damaged Power Cord \$71

Lost/Damage Backpack or Case \$25

Prices subject to change.

**Policy effective 5/21/10**

## **Loan of Computers and Laptops**

Olney ISD is committed to the importance of a student being able to continue with his/her work when a laptop is experiencing problems. To assist with this problem:

### **Network Student Drives**

All students have a network folder setup for their use. Students can save important work in this folder. This will allow them to access needed material from anywhere on the network.

### **CD Burner Drives**

All laptops are equipped with a CD Burner Drive. Students may purchase CD's and burn backup copies of critical files at any time.

### **Loaner Laptops**

If a laptop is damaged, it will be repaired as quickly as possible. If available, a loner laptop will be issued after all appropriate fines have been paid.

### **Laptop Security**

Each of the laptops has a security program installed on it. We have tried to strike a balance between usability of the equipment, and appropriate security to prevent the units from being damaged or used to cause damage to the Olney ISD system.

Filtering Software – Olney ISD maintains an Internet filtering software package on-site. This program automatically filters all student access to the Internet. In addition, there is a second software filter package installed on each laptop unit. Files that show when and where students have accessed Internet sites are available within this filter package and can be provided to parents at their request.

### **Policy effective 5/21/10**

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

- A. Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- B. Using the network for financial or commercial gain, advertising, or political lobbying.
- C. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- D. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- E. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- F. Intentionally wasting finite resources, i.e., on-line time, real-time music.
- G. Gaining unauthorized access anywhere on the network.
- H. Revealing the home address or phone number of one's self or another person.
- I. Invading the privacy of other individuals.
- J. Using another user's account, password, or allowing another user to access your account or password.
- K. Coaching, helping, observing or joining any unauthorized activity on the network.
- L. Forwarding/distributing E-mail messages without permission from the author.
- M. Posting anonymous messages or unlawful information on the system.
- N. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous/cyber bullying.
- O. Falsifying permission, authorization or identification documents.
- P. Obtain copies of, or modify files, data or passwords belonging to other users on the network.
- Q. Knowingly placing a computer virus on a computer or network.
- R. Using chat rooms or instant messaging systems or free email on the internet is prohibited at school. Only email accounts and chat software set up by Olney ISD will be allowed.

**Policy effective 5/21/10**

## General Guidelines

- A. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Olney Independent School District.
- B. Students are responsible for their ethical and educational use of the computer on-line services at the Olney Independent School District.
- C. All policies and restrictions of computer on-line services must be followed.
- D. Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to: **confidential information, copyrighted material, threatening or obscene material, and computer viruses.**
- E. **Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Olney ISD Student Code of conduct booklet.**

## Network Etiquette

- A. Be polite; messages typed in capital letters on the computer are equivalent to shouting and are considered rude.
- B. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- C. Pretending to be someone else when sending/receiving messages is considered inappropriate.
- D. Transmitting obscene messages or pictures is prohibited.
- E. Revealing personal addresses or phone numbers of the user or others is prohibited.
- F. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

## Consequences of Inappropriate Use

**The use of any district technology is a privilege and not a right. Students are expected to use their computer in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use this computer in an appropriate manner will result in consequences, as determined by the staff and administration of Olney ISD.**

**Students who leave the District and fail to check in their Macbook and related equipment will have felony theft charges filed against them immediately upon the District's knowledge of such an event. The District will prosecute the occurrence to the fullest extent of the law.**

**The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.**

**Noncompliance with the guidelines published here in the Student Code of Conduct and in Board Policy may result in suspension or termination of technology privileges and disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to Phase III consequence of the Code of Conduct. Violation of applicable state or federal law, including the Texas Penal Code, Computer Crimes, Chapter 33 will result in criminal prosecution or disciplinary action by the district. According to HB1332, student records can be held until all fees are paid.**

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