

Eastwood Local Schools Laptop Policies and Handbook



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Resources, Tips and Ideas

Program Overview

The Eastwood Local School District is committed to providing our students with the tools they will need to be successful in the 21st century. The district's eLearning Program is designed to enhance the learning experience for our students by helping teachers and administrators understand the best ways to use technology to improve student learning. It is also designed to be flexible so the district can best meet the ever changing needs of students. Our mission for the eLearning program is to transform the teacher from a director of learning to a facilitator of learning. eLearning integrates technology into the curriculum and allows for learning to take place anytime, anywhere.

The Laptop Program is a critical part of the eLearning Program. We want our students to use technology as a tool for accessing information and sharing what they have learned both locally and globally through projects of mastery, social media, and real- world applications. The collective knowledge of mankind is available to our students through these devices which are the textbooks, encyclopedias, dictionaries, pencils, and notebooks of the new millennium. In order to make this program successful we pledge to support appropriate technology which unlocks our students' potential and prepares them for a future that promises to be ever-changing.

The school's information technology resources, including email and Internet access, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your immediate teacher, supervisor, or director to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources.

Eastwood Local Schools

Acceptable Use Policy - Student

The use of any information technology resource (electronic device, network, software, hardware and any other educational resource) whether district owned or used on district property is a privilege that comes with certain responsibilities. In order to use any information technology resources at Eastwood you must agree to follow these rules and the standards set forth by Eastwood Local Schools. Adherence to the following policy is necessary for continued access to the district's technology resources.

Users must respect and protect the privacy of others by:

Using only assigned accounts.

- Only viewing, using, or copying passwords, data, or networks to which they are authorized.
- Refraining from distributing private information about others or themselves.

Users must respect and protect the integrity, availability, and security of all electronic resources by:

- Observing all district Internet filters and network security practices.
- Reporting security risks or violations to a teacher or administrator.
- Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserving, protecting, and sharing these resources with other users.
- Notifying a staff member or administrator of computer/device or network malfunctions.

Users must respect and protect the intellectual property of others by.

- Following copyright laws (not making illegal copies of music, games, or movies).
- Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by:

- Communicating only in ways that are kind and respectful.
- Reporting threatening or discomfoting materials to a teacher or administrator.
- Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).

Not using the resources to further other acts that are criminal or violate the school's code of conduct.

- Avoiding spam, chain letters, or other mass unsolicited mailings.
- Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Users may, if in accord with the policy above:

- Design and post web pages and other material from school resources.
- Communicate electronically via tools such as email, chat, text, or videoconferencing (students require a teacher's permission).
- Install or download district approved software.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the Board's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

Supervision and Monitoring

The use of any information technology resource, whether district owned or used on district property, is not private. School and network administrators and their authorized employees monitor the use of electronic devices to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

Disclaimer of Liability

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges

incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of e-mail sent and received over any computer network.

The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.

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Information Technology Resources

Responsibilities & Agreement

Listed below are the responsibilities of the three parties involved: The district and its employees, students, and parents.

District Responsibilities

- In grades 8-12, provide students with a laptop computer to use during the academic year. Students will return the computer at the end of the school year.
- Provide students wireless, digital access to academic content and resources at school.
- Encourage students to use electronic resources to promote educational excellence through resource sharing, innovation, communication, and electronic tools.
- Provide technical support, service and maintenance in accordance with the District Laptop Service Agreement.

Student Responsibilities

Your laptop is an important learning tool to be used for educational purposes only. To be issued a laptop, you must agree to the following responsibilities:

- When using my laptop at home, school, or anywhere else, I will follow the policies of the Eastwood Local School District and abide by all local, state, and federal laws.
- I will treat my laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby. I will always carry it in the laptop sleeve or bag in the proper manner.
- I will recharge the laptop battery each night.
- I will bring my laptop and all necessary accessories (e.g. power cord, battery, bag) to school each day. I am also responsible to bring my laptop to all classes.
- I will not place decorations that will leave adhesive or permanent marks (stickers, markers, etc.) on my laptop or case.
- I understand that my laptop is the property of the school district. All accounts, programs, and files are subject to inspection and search at any time without notice.
- I will not lend my laptop to anyone.
- I will keep all accounts and passwords assigned to me secure.
- I will be responsible for all damage or loss caused by neglect or abuse. Accidental loss and damage will be reported immediately and will abide by the District Laptop Service Agreement.
- I understand that I am responsible for backing up my files.
- I will load district approved software onto the laptop.
- I understand that additional software download requests must be made to the Eastwood Technology Department.

- I agree that e-mail or any other digital communication including social media should be used only for appropriate, legitimate, and responsible communication.
- I agree not to share personal information about myself (full name, address, etc.) or about family, friends, or anyone else.
- I agree not to search for, download, display, post, or distribute vulgar, offensive material or images as described in applicable district policies (Acceptable Use, Internet Use, Rights and Responsibilities of Students).
- I will talk with my parent or guardian about their expectations and ground rules for going online when not at school.
- I agree to abide by all district rules that will identify laptop procedures when I am not in an academic class (assemblies, cafeteria, etc.).
- If I decide to not pay the Insurance Assessment, I will pick up my device in the library at the beginning of the day and return it before I go home. My failure to turn in my device at the end of the day may result in disciplinary action. I will be responsible for the full repair or replacement cost should the device be damaged.
- I understand that at school sound must be muted or headphones used unless permission is obtained from the teacher.
- I will return the laptop computer when requested and upon my withdrawal from school.
- I will keep my laptop in the district provided case at all times to protect it from being damaged.
- I will use printers in the library and computer labs with teachers' permission. I may install a printer that I own in my home to print while not at school.
- All printing should be limited to educational purposes.
- I understand that all files stored on my computer, including but not limited to documents, pictures, and videos must be appropriate. I also understand that screensavers and backgrounds set on the computer must be appropriate.

Parent/Guardian Responsibilities

The student named above is being issued a laptop computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer. In order for the student named above to take the laptop home each day, the parent/guardian must be willing to accept the following responsibilities:

- I will review materials provided by the school to ensure that I understand the school's responsibility, the student's responsibility, and my responsibility. We will discuss, at home, acceptable and unacceptable uses of the laptop according to district policies.
- I understand that the school district has made all reasonable attempts to provide a safe computing environment for students within the district's network. Students using their district-assigned laptop are responsible and accountable for appropriate use of the internet regardless of where they are, or when internet access occurs.
- I will supervise the use of the laptop at home, making sure that it is used and stored appropriately.

- I will not load unauthorized programs, delete authorized programs, or attempt to repair the laptop.
- I agree to make sure that the laptop computer is immediately returned to the school when requested and upon withdrawal from school.
- I understand that if the laptop is damaged and the damage is deemed to be accidental, exceeding the \$50 deductible, I will be billed for my portion of the claim. I understand that I will have 30 days to pay the balance or to establish a payment plan with the district. If the bill is not resolved within 30 days I understand that my student will no longer be allowed to take the device home.
- I understand that if damage is deemed to be negligent, I will be billed for the full cost of repair or replacement. I understand my student will not be permitted to take their device home until the balance has been paid.

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District Laptop Service Agreement

This District Laptop Service Agreement is between the Eastwood Local School District and the parent/guardian.

In order for students to take their laptops home, they will be required to pay a \$25 assessment. If the assessment is not paid, students will be provided a device to use during the school day, but will not be permitted to take the device home.

The Service Agreement will provide for the repair for accidental damage or non-warranty work. The district will pay the first \$50 of the claim and 50% of all costs over \$50. Parent/Guardian and Student will be responsible for 50% of the cost for all claims over the first \$50.

District Laptop Service Agreement Coverage includes:

1. All repairs due to accidental damage.
2. Laptop replacement due to theft when exercising due diligence.
3. Laptop replacement due to loss caused by fire, lightning, explosion, windstorm, smoke, vandalism or malicious mischief by a third party, damage by burglars, falling objects, weight of ice or snow, accidental discharge of water or steam, freezing, and flood.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST** be filed by the student or parent within three days for the protection coverage to take place. Filing a false police report is a felony under law. A copy of the police/fire report must be provided to the principal's office.

In the case of damage or theft, the district will make a loaner laptop available for student use. Students must understand that there are a limited number of loaner laptops. They are dispersed on a first come first serve basis and one may not be available at all times. The student is also responsible for negligent damage incurred on the loaner laptop.

If damage is deemed to be accidental and exceeds the \$50 deductible, parents/guardians will be billed for their portion of the claim. Parents/guardians will have 30 days to pay the balance or to establish a payment plan with the district. If the bill is not resolved within 30 days the student will no longer be allowed to take the device home.

Loss of the power adapter/charger is not covered. Replacement will be the responsibility of the Parent/Guardian and student.

All claims should be reported to the Eastwood Technology Department immediately.

Negligent Damage (NOT covered under the District Laptop Service Agreement)

The following are the exclusions that are not covered by the District Laptop Service Agreement. Students will be responsible for the full cost of repair or replacement:

1. Liquid/beverage spills on the laptop, i.e. eating; drinking near a laptop is not accidental and will not be covered by insurance.
2. Excessive scratches/wear to laptop exterior caused by failure to regularly use the protective case as required.
3. Damage caused by repairs made by an unauthorized source. District laptops should only be brought for repair to Eastwood Technology Department.
4. Deliberate damage, neglect or abuse caused by you or others you allow to use your laptop. This includes intentionally marking, defacing, and/or abusing the laptop. Also damage caused by tampering with hardware components to alter District configurations.
5. Leaving the laptop unattended or failing to secure it per school recommendations.
6. Leaving the laptop in an unlocked car or on the bus.
7. Mysterious disappearance of the laptop - meaning that the Laptop User has no knowledge as to the place, time, or manner of the loss.

If damage is deemed to be negligent, parents/guardians will be billed for the full cost of repair or replacement. Students will not be permitted to take their device home until the balance has been paid.

Eastwood Local Schools will make final decisions regarding claims.

Procedure to open a service request with the Eastwood Technology Department

1. All service requests must be made to Eastwood Technology Department (ETD).
2. If a student experiences an issue with their laptop while in class, they will notify the teacher of the issue. The teacher may provide them a pass to go to the ETD office.
3. If a student has an issue with their laptop while at home, they must take their laptop to the Eastwood Technology Department before school starts on the following school day.
4. A student may also utilize the time between class to stop in the ETD office.
5. Upon arrival in the ETD office a student will speak with ETD staff about the issue they are experiencing. The ETD staff may ask questions to determine the cause of the issue.
6. If the ETD does not have an immediate resolution, the student will be issued a loaner laptop to use during the school day until the problem with their laptop has been resolved.
7. Loaner laptops may be taken home at night if student has paid the insurance assessment.
8. Students will be notified via email when their issue has been resolved.

Signature Page and Acknowledgements

Please read and initial acknowledging that you understand and agree to abide by the following:

Parent

Student

I have read and agree to abide by Eastwood Local Schools Acceptable Use Policy.

I have read and agree to abide by Eastwood Local Schools Information Technology Resources Responsibilities & Agreement.

I have read and agree to abide by Eastwood Local Schools District Laptop Service Agreement.

Student Signature

Date

Student Name (Please Print)

Parent Signature

Date

Parent Name (Please Print)

\$25.00 Laptop Assessment: Cash _____

Check # _____