

# **Pelican Rapids High School Laptop Policy, Procedures, and Information 2018-19**

**Pelican Rapids High School Laptop Program** The focus of the laptop program at Pelican Rapids High School is to provide tools and resources to the 21st Century Learner. Excellence in education requires technology to be seamlessly integrated throughout the educational program. The laptop provides a simple and portable way to manage information and allows students constant access to learning opportunities. The individual use of laptops is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with laptops integrates technology into the curriculum anytime, anyplace.

The information within this document apply to all laptops used at Pelican Rapids High School, including any other device considered by the Administration. Teachers may set additional requirements for use in their classroom.

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## **1. RECEIVING YOUR LAPTOP CHECK-IN**

### **1.1 Receiving Your Laptop**

Laptops will be distributed each fall during “Laptop Orientation.” Parents & students must sign and return the Student Pledge document.

### **1.2 Laptop Check-in**

Laptops will be returned during final week of school so they can be checked for serviceability. If a student transfers out of the Pelican Rapids School District during the school year, the laptop will be returned at that time.

### **1.3 Check-in Fines**

Individual school laptops and accessories must be returned to the Pelican Rapids Tech Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Pelican Rapids High School for any other reason must return their individual school laptop on the date of termination.

If a student fails to return the laptop at the end of the school year or upon termination of enrollment at Pelican Rapids, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the laptop, or, if applicable, any insurance deductible. Failure to return the laptop will result in a theft report being filed with the Pelican Rapids Police Department. Furthermore, the student will be responsible for any damage to the laptop, consistent with the District’s Laptop Handbook and must return the laptop and accessories to the Pelican Rapids Tech

Department in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the laptop.

## **2. TAKING CARE OF YOUR LAPTOP**

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the Tech Department for an evaluation of the equipment.

### **2.1 General Precautions**

- The laptop is school property and all users will follow this handbook and the Pelican Rapids “Acceptable Use Policy” for technology.
- Only use a clean, soft cloth to clean the screen; do not use cleansers of any type.
- Cords and cables must be inserted carefully into the laptop to prevent damage.
- Laptops and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Pelican Rapids School District.
- Laptops must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their laptop’s battery charged for school each day.
- Student must use school issued laptop cases.

### **2.2 Carrying Laptops**

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Laptops should always be within the protective case when carried.
- Do not keep papers, folders and workbooks in the laptop case to avoid placing too much pressure and weight on the laptop.

### **2.3 Screen Care**

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the laptop against lockers, walls, car doors, floors, etc as it will eventually break the screen

## **3. USING YOUR LAPTOP AT SCHOOL**

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules may be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically instructed not to do so by their teacher.

### **3.1 Laptops Left at Home**

If students leave their laptop at home, they are responsible for getting the course work completed as if

they had their laptop present. If a student repeatedly (3 or more times as determined by any staff member) leaves their laptop at home, they will be required to “check out” their laptop from the help desk for 3 weeks.

### **3.2 Laptops Undergoing Repair**

Loaner laptops may be issued to students when they leave their laptops for repair in the Tech Department. There may be a delay in getting a laptop should the school not have enough to loan.

### **3.3 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 (minimum of 3 days-not consecutively) of this policy will result in students being required to “check out” their laptops from the help desk for 3 weeks. Second offense will result in the loss of a laptop privileges for 3 weeks.

In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their laptops to a power outlet in class.

### **3.4 Screensavers/Background photos**

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords will be used to log-on to the laptop.

### **3.5 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the laptop and can be used at the discretion of the teacher
- Internet Games are not allowed on the laptops.
- All software must be district provided. Data Storage will be cloud-based on the laptop and email to a server location.

### **3.6 Printing**

Printing will be available with the laptop. Students should talk to their teachers about which printer to print to. Students will be given information and instruction on printing with the laptop at school.

### **3.7 Home Internet Access**

Students are allowed to set up wireless networks on their laptops. This will assist them with laptop use while at home. Printing at home will require a wireless printer and proper settings on the laptop.

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving to the Laptop/Home Directory**

Students may save work on the laptop. It is recommended students e-mail documents to themselves, use save documents to a flash drive, District server, use Microsoft Onedrive or Google Docs/Drive. Limited storage space will be available on the laptop—BUT it will NOT be backed up in case of re-imaging. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Laptop malfunctions are not an acceptable excuse for not submitting work.

### **4.2 Network Connectivity**

The Pelican Rapids School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or

missing data.

## **5. SOFTWARE ON LAPTOPS**

### **5.1 Originally Installed Software**

The software/Apps originally installed by Pelican Rapids High School must remain on the laptop in usable condition and be easily accessible at all times.

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have not removed required apps.

### **5.2 Additional Software**

Students are not allowed to load extra software/Apps on their laptops. Pelican Rapids High School will image the laptops so that they contain the necessary software/apps for school work. Students will not image or add apps to their assigned laptop.

### **5.3 Inspection**

Students may be selected at random to provide their laptop for inspection.

### **5.4 Procedure for re-imaging software**

If technical difficulties occur or illegal software, non-Pelican Rapids High School installed software/apps are discovered, the laptop will be reimaged. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage.

### **5.5 Software upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their laptops for periodic updates.

## **6. ACCEPTABLE USE**

The use of the Pelican Rapids School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Pelican Rapids School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Pelican Rapids School District. This handbook is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this handbook, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Pelican Rapids School District's Student Code of Conduct shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/ expulsion for students.

When applicable, law enforcement agencies may be involved.

### **6.1 Parent/Guardian Responsibilities**

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of having a laptop, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).

## **6.2 School Responsibilities are to:**

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials as able.
- Provide network data storage areas.

These will be treated similar to school lockers. Pelican Rapids School District reserves the right to review, monitor, and restrict information stored on or transmitted via Pelican Rapids School District owned equipment and to investigate inappropriate use of resources.

- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

## **6.3 Students are Responsible for:**

- Using laptops/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to laptop use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.  
This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Pelican Rapids School District’s designated Internet System is at your own risk. Pelican Rapids School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Pelican Rapids School District protect the laptop/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their laptop after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it into the office.
- Returning their laptop to the Tech Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Pelican Rapids High School for any other reason must return their individual school laptop on the date of termination.

## **6.4 Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing School Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services
- Internet/Computer Games
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of laptop settings (exceptions include personal settings such as font size, brightness, etc)
- Downloading software/apps
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student’s accounts, files, and/or data
- Use of the school’s internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications

- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Pelican Rapids School web filter through a web proxy

### **6.5 Laptop Care**

Students will be held responsible for maintaining their individual laptops and keeping them in good working order.

- Laptop batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Pelican Rapids School District may be applied to the laptop and case.
- Laptop cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Laptops that malfunction or are damaged must be reported to the Tech Department. The school district will be responsible for repairing laptops that malfunction. Laptops that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to laptops that are damaged intentionally.
- Laptop damage: Students are responsible for any and all damage.
- Laptops that are stolen must be reported immediately to the Office and the Police Department.

### **6.6 Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent
- Plagiarism is a violation of the Pelican Rapids High School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Pelican Rapids High School Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

### **6.7 Student Discipline**

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

- 1<sup>st</sup> Offense** – Student(s) will check-in/check-out their laptop from the help desk daily for three (3) weeks.
- 2<sup>nd</sup> Offense** – Three (3) weeks of laptop privilege suspension (student still responsible for all required work)
- 3<sup>rd</sup> Offense** – Loss of laptop privileges for a length of time determined by administration and the help desk. Senior students will also lose their senior privilege during this same period.

## **7. PROTECTING & STORING YOUR LAPTOP**

### **7.1 Laptop Identification**

Student laptops will be labeled in the manner specified by the school. Laptops may be identified in the following ways:

- Record of serial number
- Pelican Rapids High School Label

### **7.2 Storing Your Laptop**

When students are not using their laptops, they should be stored in their lockers. The Pelican Rapids School District recommends the students use the lock provided by the school district. Nothing should be placed on top of the laptop, when stored in the locker. Students are encouraged to take their laptop home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their laptop, they may check it in for storage with the help desk.

### **7.3 Laptops Left in Unsupervised Areas**

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, Media Center, unlocked classrooms, dressing rooms and hallways. Any laptop left in these areas is in danger of being stolen. If a laptop is found in an unsupervised area, it will be taken to the Tech Department or office. A student will be charged \$10.00 to retrieve their laptop that has been turned into the Media Center or the office due to not being supervised.

## **8. REPAIRING YOUR LAPTOP**

### **8.1 Personal Laptops**

Students may wish to carry their own personal laptop. If this is the case the students' laptop must be synced to the school district's computers to ensure the District required applications and safety precautions are installed. This would exclude the student from downloading personal apps to their laptop.

### **8.2 Repairs**

Students or parents must file a police or fire report and bring a copy of the report to the Principal's office before a laptop can be repaired or replaced by the School District.

## **9. COST OF REPAIRS**

Students will be held responsible for ALL intentional damage to their laptop including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as sleeves and cables will be charged the actual replacement cost.



**2018-19**  
**Pelican Rapids High School**  
**Student Pledge for Laptop Use**

1. I will take good care of my laptop.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop since they may cause damage to the device.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in the case provided.
9. I will use my laptop in ways that are appropriate, meet Pelican Rapids High School expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the laptop. I will not deface the serial number or Pelican Rapids sticker on any laptop.
11. I understand that my laptop is subject to inspection at any time without notice and remains the property of the Pelican Rapids School District.
12. I will follow the policies outlined in the Laptop Handbook while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and fire.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I will honor myself and others by communicating in a respectful manner in all electronic communication.
16. I agree to return the District laptop, case and power cords in good working condition.

**I agree to the stipulations set forth in the above documents including the Laptop Handbook, the Acceptable Use Policy and the Student Pledge for Laptop Use.**

Student Name (Please Print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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