

2019-2020

Pelican Rapids High School

Laptop Agreement, Internet Agreement, Media Center Agreement

Laptop and Internet Use Agreement

All students in grades 9-12 have the opportunity to utilize a school owned laptop for the school year. 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 for students to prepare for college, trade school and the job force. Students will be allowed to use the district provided internet and are responsible for their on-line behavior.

The following information relates to laptop distribution and returning of the laptop.

- 1) Laptops will be distributed each fall to all students who would like one. Students will not receive laptop until this form is read and signed by the parent/guardian and the student.
- 2) Laptops will be returned in May. If a student terminates enrollment for any reason, the laptop must be returned to the school immediately. Failure to return the laptop in working condition will result in fines, replacement cost of the laptop and a report could be filed with the Pelican Rapids Police Department.
- 3) Laptops will be labeled and identified by the serial number and the Pelican Rapids High School label.

The following information relates to the care of the laptop.

- 1) Students are responsible for the general care of the laptop they have been issued. Laptops that are broken or fail to work properly should be returned immediately to the Tech. Department.
- 2) Students are responsible for keeping the laptop, case and cords in clean and working condition. Laptops should not be left unsupervised in school, locker or car.
- 3) The laptop should be stored in the protective case that is provided. Papers, folders and books should not be placed in the case as they put too much pressure on the laptop.
- 4) The laptop screen is particularly sensitive and extra caution should be taken to avoid damage to the screen. Care should be taken not to put too much pressure on the screen or cover. The screen can be cleaned with a soft, dry cloth or an anti-static cloth.
- 5) Students are responsible for any and all damage. Fines will be assessed according to damage, and student is responsible to pay these fines before they will be able to take final tests. Fines will be assessed due to broken screens, cracked plastic, inoperability, sleeves, cases and cables/chargers. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value.

The following information relates to the use of the laptop.

- 1) Laptops should come to school each day in working condition and with a full charge. If the laptop is not at school, the student is responsible for getting coursework and completing it as if the laptop had been in school. Not bringing the laptop to school on a regular basis could result in having to check the computer out from school and leaving it there each night.
- 2) Inappropriate media, presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures are not allowed as screensavers or background photos.
- 3) Internet games are not allowed on the laptops.
- 4) All software is district provided and data storage will be cloud based both on the laptop and a server location.
- 5) Printing is available with the laptop. Students will be given specific direction about which printer will be used
- 6) Students are allowed to set up wireless networks on their laptops for use at home. It is recommended that documents are saved in one of the following ways: emailed to themselves, use of a flash drive, district server, Microsoft Onedrive, or Google Drive. It is the student's responsibility to ensure that work is saved. Laptop malfunctions are not an acceptable excuse for not submitting work.
- 7) The Pelican Rapids School District makes no guarantee that the network will be up and running; therefore, they are not responsible for lost or missing data.

The following information relates to the laptop's software.

- 1) The software and apps installed by Pelican Rapids Schools must remain on the laptop. The tech staff may add software for use in a particular course. Periodic checks may be made to ensure that students are not removing required apps.
- 2) Students are not allowed to load extra software or apps on their laptops.
- 3) If illegal software has been added, the laptop will be reimaged. The school is not responsible for lost information or documents due to reformatting the laptop.
- 4) Students may be selected at random to provide their laptop for inspection.

Acceptable use of the Internet.

The use of the Pelican Rapids School District's technology is a privilege, not a right. If a person violates any of the terms and conditions listed in this handbook, privileges may be terminated. This extends to access to all school district technology, Internet and other media. Failure to follow these rules could result in disciplinary action possibly involving law enforcement.

The following information relates to rights and responsibilities.

- 1) Students and Parents/Guardians should be aware of all the responsibilities that accompany the use of the Internet by reading the following agreement associated with ethical and lawful use of technology resources.
- 2) Should you want your child to forgo the use of a school laptop, please let the school know in writing. If this is the case, the student's laptop must be synced to the school district's computers to ensure the district required applications and safety precautions are installed.
- 3) The school will provide internet and E-mail to all students. They will also block inappropriate materials as able.
- 4) The school reserves the right to review, monitor and restrict information stored on or transmitted via the school owned equipment.
- 5) The school will provide guidance to help students research and complete projects which are in compliance of the acceptable use agreement.
- 6) Students are required to use the laptop and all other devices in a responsible and ethical manner. They should also monitor all activity on their account and report any problems to an administrator. Pelican Rapids School District denies any responsibility for the accuracy or quality of information obtained through its services or by negligence or errors on the student's part. If a student receives an email containing inappropriate or abusive language, or questionable subject matter he/she is asked to print a copy and turn it into the office.
- 7) Students are strictly prohibited from the following:
 - Illegal installation or transmission of copyrighted materials.
 - Any action that violates school board policy or public law. Sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials.
 - Using chat rooms, sites selling term papers, book reports or internet/computer games.
 - Gaining access to other student's accounts, files or data.
 - Use of the school's internet or E-mail account for financial or commercial gain.
 - Use of the school's internet or E-mail account for any illegal activity including credit card fraud or electronic forgery.
 - Giving out their personal information for any reason including setting up internet accounts necessary for chat rooms, Ebay, computer viruses or damaging software components.
 - Vandalism to the computer of any kind including hacking software, uploading or creating viruses or any program that can infiltrate a computer system.
 - Bypassing the Pelican Rapids School web filter through a web proxy.
 - If a student is unsure of trademark, copyright laws, or license agreements, the student should ask a teacher, principal or technical staff.

8) Student violations of any of the above rules will result in the following disciplinary actions:

1st Offense—Student will check in/check out the laptop from the help desk daily for three weeks.

2nd Offense—Student will be suspended from all laptop/internet privileges for three weeks. Student is still responsible for all required work.

3rd Offense—Student will lose laptop/internet privileges. Student is still responsible for all required work. Seniors will also lose their senior privileges for that year.

Media Center Agreement

The Media Center provides access to a variety of information sources. Users of the Media Center have the responsibility to act in a manner that provides a productive school atmosphere. Use of the media Center is a privilege not a right. Access may be revoked at any time for unacceptable behavior.

Unacceptable behavior includes:

- Disrupting or vandalizing equipment or system performance
- Wasting materials, such as printer paper
- Vandalizing the data of others
- Invading the privacy of others
- Chat rooms or computer games
- Accessing music or videos on the computers
- Harassment of any kind

Students are allowed to come to the Media Center individually with a pass from a classroom teacher. They will be allowed to do research, work on assignments, read, use the internet or check out media center materials. They will need a pass from the classroom teacher before entering the Media Center. While in the library, students are expected to follow all rules. Violation of these rules may cause their privilege to use the Media Center to be revoked and could also be referred to the principal.

Students may also use the Media Center for class or group projects.

Students are reminded to respect the Media Center by keeping their area clean, returning materials on time and following all school rules.

2019-2020
Pelican Rapids High School
Student Pledge for Laptop, Internet and Media Center Use

I agree to the stipulations set forth in the above documents regarding the Laptop Agreement, Internet Use Agreement and Media Center Use.

Student Name (Please Print) _____ Grade _____

Student Signature _____ Date _____

Parent Name (Please Print) _____

Parent Signature _____ Date _____

Please read packet, sign and return. This form needs to be filled out in order to receive laptop.