



# Unified School District No. 500

## Student Laptop Use Rules and Regulations

### 5.2.10.0.0-A

Every High School student will be assigned a laptop for classroom use and to complete assignment and projects outside the school day.

**Prior to issuance of a laptop computer, receiving student and their parent/guardians must acknowledge, in writing, their receipt and understanding of the Unified School District No. 500 laptop, Internet and home use rules. If a parent communicates a desire to restrict access to certain sites or information, the parent's request shall be communicated to school officials, in writing, and the student shall acknowledge the prohibition, and his/her agreement to comply in writing.**

Students must sign and adhere to the Unified School District No. 500 laptop, Internet and home use policies. Parents may request students be prohibited from using the Internet.

Parents must give written consent in order for students to take the laptop home, and adhere to the Unified School District No. 500 laptop, Internet and home use policies.

The Unified School District No. 500 laptop, Internet and home use policies must be followed at all times. Violation of these policies will be subject to loss of use of the laptop as well as other disciplinary consequences.

#### **Laptop Use Rules**

- The laptop is an educational tool and should be used in that capacity only. Once issued, you are responsible for the laptop **at all times**.
- The student is responsible for the laptop throughout the school day. The school will not be responsible for laptops that are left in classrooms, hallways or lockers.
- **The laptop should not be used to – copy, download, upload, or share copyrighted materials without the owner's permission. This includes the reproduction of music files, (CD's) images and software applications.**
- **Student use of the laptop will adhere to Academic Dishonesty/Cheating/Forgery as cited in the Code of Conduct.**
- The student is the only authorized user of your assigned laptop. Never share or swap laptops with another student. Parents/Guardians will have access to your computer, login and password.

- Keep your password confidential.
- Use the laptop on a flat, stable surface.
- Do not eat or drink near the laptop.
- Avoid touching the screen. When cleaning is necessary, wipe the laptop surface lightly with a soft cloth. Never use any cleaner, such as Windex, or water to clean laptop screen.
- Do not rest pencils/pens or other items on the keyboard. Accidentally closing the laptop with items on the keyboard damages the screen.
- Do not mark the laptop in any way with markers, stickers, etc.
- Do not remove district applied name label and asset tags.
- Do not insert objects into the ports (openings) of the laptop that are not intended to be inserted.
- Laptops must come to school fully charged along with their power cords daily.
- **Laptops cannot be taken outside of the United States of America. If the student is taking a trip outside of the United States, he or she will need to turn the laptop into the school until he or she returns to school.**
- **Students must carry laptops in the district provided or comparable padded bag.**
- **Student ID tag must remain on the bag.**
- Laptops are school property. If you stop attending school or the Unified School District No. 500 and do not return your laptop, you will be in possession of stolen property and charges will be filed.

### Internet Use Rules

- **The district has a filtering system in place which filters Internet content both at school and at home in accordance with the Children's Internet Protection Act (CIPA).**
- Students must sign and adhere to the Unified School District No. 500 laptop, Internet and home use policies. Parents may request students be prohibited from using the Internet.
- Students must use the Internet in a way that complies with the District Code of Conduct.
- Realize that the laptop is district property and all content (software, email, internet use) **will be monitored**. Messages and/or Internet content relating to or in support of illegal activities will be reported to the authorities.
- **"Cyberbullying" will not be tolerated. Cyberbullying means bullying by use of any electronic communication device using, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, websites, etc. Bullying is defined in the Code of Conduct.**
- **Students are not allowed to try to bypass the district filter in any way, including but not limited to the use of proxy avoidance sites.**

- Do not use the network in any way that would disrupt its use by other users.
- Do not use or access any other person's account for any reason.
- Do not access inappropriate or obscene material.
- Students have no expectations of privacy and can expect teachers to conduct spot checks of their Internet history, documents, e-mail, etc.

### **Home/Locations Outside of School Use Rules**

- **All rules in the sections above apply wherever the laptop is being used.**
- Students are responsible for the care of their laptops.
- Each laptop must be secured in its assigned case while in transit.
- Do not leave laptops in automobiles. Computers cannot tolerate extremes in temperature.
- The laptop is to be used by the assigned student only. Parents/guardians will have their student's login and password to the desktop in order to supervise usage at home.
- Parents/guardians are encouraged to be "nosy" and interact with their student about his/her work on the laptop.
- Laptops must be recharged before returning to school.
- Laptops with power cords must be returned to school every day secured in their cases.
- If technical difficulties or issues prevent homework completion, a parent note is requested. Students may also contact the district Help Desk at 279-2330 from 6:00AM to 8:00PM.
- If a laptop is stolen, the police and the help desk (279-2330) should be notified **immediately**, in order for the laptop to be traced and disabled. A police report must be filed, in order for the district to file an insurance claim. **If you fail to file a police report, you are responsible for the full value of the computer.** (The help desk will follow up with the school SRO or with the Kansas City, Kansas Police Department.) **In the case of theft, the student is responsible for the \$150 deductible,**
- If a laptop is lost, the help desk (279-2330) must be notified as soon as possible and the student is responsible for the \$150 deductible to replace the laptop.
- A minimal cost of \$50 provides annual laptop insurance with a \$150 deductible. If a laptop is accidentally damaged, the parents/guardians are responsible for the \$150 deductible per occurrence. In the case of negligent damage, intentional damage, **or multiple occurrences of damage to the laptop,** parents/guardians are responsible for the total cost of repair or replacement. Please refer to the attached insurance coverage document.
- **The cost of repairing any laptop is ultimately the responsibility of the student to whom the laptop was checked out.**
- The Unified School District does not provide home access to the Internet.

- If a parent chooses to allow home Internet access on Unified School District No. 500's equipment, the parent/guardian is accepting responsibility for monitoring your child's Internet use. Your child is still responsible for following all school rules for appropriate computer use while online at home.

# AUP Signature Form

## Student

I have read and agree to the Unified School District No. 500 laptop, Internet and laptop home Use Rules and Regulations. I understand my responsibilities as a student. Violation of these policies will be subject to loss of use of the laptop as well as other disciplinary consequences.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Parent

I have read and agree to the Unified School District No. 500 laptop, Internet and laptop home Use Rules and Regulations. I understand my responsibilities as a parent/guardian. Violation of these policies will be subject to loss of use of the laptop as well as other disciplinary consequences.

I am giving consent for my child to bring the laptop home.

\_\_\_\_\_  
Printed Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Internet Opt Out

I wish to deny my child access to the Internet at school and request alternative activities. **(Note: Student will not have access to School Loop.)**

\_\_\_\_\_  
Printed Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date