

## One-to-One Laptop Acceptable Use Policy

The term "laptop" is used interchangeably to describe a Chromebook, tablet, or other portable computing device throughout this document. Please sign and return the first page to the school office. To view the full laptop Policy and Procedures go to <http://www.marionlocal.k12.oh.us/tech/Forms/LaptopAUP.pdf>

**STUDENT:** I understand and will abide by the Marion Local Schools Laptop and Internet Acceptable Use Policy. I further understand that any violation of the regulations outlined is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

**PARENT/GUARDIAN:** As the parent or guardian of this student, I have read the Laptop Use Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Marion Local School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue a laptop for my child and certify that the information contained on this form is correct.

**BOTH STUDENT & PARENT/GUARDIAN:** In cases of theft, vandalism, and other criminal acts, a police report, or in the case of fire, a fire report SHOULD be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report should be provided to the principal's office. Any additional charge is the responsibility of the student/parent and should be paid before the laptop can be replaced.

**FEE:** Marion Local Schools will be charging an annual technology fee of \$35 for students in grades 5 thru 12. When the student enters the 5th grade he or she will be assigned a new device, charger, and case. This device will follow them for 4 years. Then, when the student enters the 9th grade he or she will be issued a new device, and that device will follow the student for the next four years. All devices will be collected at the end of each year for routine maintenance. Upon graduation, the student will receive permanent possession of the device they received in 9th grade.

**DAMAGE/REPAIRS:** If the laptop damage is beyond repair and needs to be replaced we will evaluate replacement options on a case by case basis. Student may be responsible for full replacement costs and possible disciplinary action.

### Student Pledge for Laptop Use:

1. I will take good care of my laptop and know that I will be issued the same laptop each year.
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 computer.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will use my laptop computer in ways that are appropriate and educational.
9. I will not place decorations (such as stickers, markers, etc.) on the district laptop.
10. I understand that my laptop is subject to inspection at any time without notice.
11. I will follow the policies outlined in the Laptop Acceptable Uses Procedures and Policy.
12. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to pay for my laptop case, laptop, power cords, and battery in the event any of these items are lost or stolen.
15. I agree to return the laptop and power cords at the end of each school year in good working condition.
16. I will not attempt to install authorized software or alter the state of the device at any time.

Student Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

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

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

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

# One-to-One Laptop Policy & Procedures

The procedures, policies, and information within this document apply to all laptops used at Marion Local Schools, as well as any other device considered by the principal to come under this policy. Teachers may set additional requirements for use within their classrooms. The term "laptop" is used interchangeably to describe a Chromebook, tablet, or other portable computing device.

## RECEIVING YOUR LAPTOP

Laptops will be distributed during the beginning of the school year. Students along with their parents will sign and return the Laptop Acceptable Usage plan before the laptop is issued. Laptops will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will return their original laptop each year.

## 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 should be taken to the technology coordinator's office.

### General Precautions

- Food and beverages can damage your laptop. Students will be responsible for damages caused by food and beverage spills.
- Cords, cables, and removable devices should be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open, unless directed to do so.
- Laptops should remain free of any writing, drawing, stickers, or labels that are not the property of Marion Local Schools.
- Laptops should never be left in a vehicle or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.

### Screen Care

The laptop screens can be damaged if subjected to rough treatment and are sensitive to excessive pressure.

- Do not lean on the top of the laptop when it is closed.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use commercial glass cleaners.

## USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. Students are responsible for bringing their laptops to all classes, unless advised otherwise by staff.

### Laptops Left at Home

"Laptop left at home" is not an acceptable excuse for not submitting work. Repeat violations of this policy may result in disciplinary action.

### Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair with the technology coordinator. Students are responsible for the care of the loaner while in their possession and are subject to the same policy and procedure agreement signed for the original unit.

### Charging Your Laptop's Battery

Laptops should be brought to school each day in a fully charged condition. Students can charge their laptops each evening. In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class (limited in number).

## MANAGING YOUR FILES & SAVING YOUR WORK

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work. Avoid storing personal music, pictures, and videos as the school will not be held responsible for their loss.

## SOFTWARE ON LAPTOPS

The software originally installed by Marion Local Schools should remain on the laptop in usable condition and be easily accessible at all times. If technological difficulties occur or illegal software is discovered, the hard drive will then be reformatted. The school does not accept responsibility for the loss of any data or software deleted due to a re-format or re-image.

## ACCEPTABLE USE GUIDELINES

### General Guidelines

- Students are responsible for their ethical and educational use of the technology resources.
- Access to the Marion Local School District technology resources is a privilege and not a right. Each student and parent will be required to follow the district's policies.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, computer configuration, or the files of another user, without the consent of the individual, school administration, will be considered an act of vandalism and subject to disciplinary action in accordance with the Marion Local Schools Code of Conduct.
- Teachers have a right to manage and/or restrict student use of the laptop, software, and internet.

### Privacy and Safety

- Do not go into chat rooms or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, address, social security number, or passwords to others.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify a teacher or principal immediately so the site can be blocked from further access.

### 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 Marion Local Schools Academic Policies and Procedures. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet.
- Use or possession of hacking software is strictly prohibited and violators will face disciplinary action.

### Email

- Google Apps for Education is the only email approved for school use.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Students should maintain high integrity with regard to email content.
- No email use during class without permission.
- Marion Local Schools email is subject to inspection by the school.

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

### Prohibited technology resources activities include, but are not limited to, the following:

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Using email, games, and other technology resources during inappropriate time without permission.
- Downloading or transmitting multi-player game, music, or video files using the school network.
- Vandalizing, damaging, or disabling technology property of the school.
- Accessing another individual's materials, information, or files without permission.
- Using the network or internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other accessing information.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove, or install hardware components reserved for authorized technicians.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass email messages, games, or other services that generate several messages than can slow the system and waste other users' time and access.
- Intentionally wasting school resources.
- Bypassing or attempting to circumvent security protocols (firewalls, proxy servers, etc.).
- Sending, accessing, uploading, downloading or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.
- Using tools or techniques to circumvent or bypass current security configurations (hacking).

**Consequences May Include:**

- Suspension of laptop privileges.
- Suspension with possible long term suspension or recommended expulsion from school.
- Possible referral to law enforcement authorities.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Contents of email and network communications are governed by the Ohio Open Records Act; proper authorities will be given access to their content.

**PROTECTING YOUR LAPTOP**

Awareness is the best protection for any electronic device. Keeping an eye on your device or knowing where it is at all times is the best practice to avoid issues. To protect against mechanical issues, use the laptop in a practical setting and avoid moving it around while it's running.

**Laptop Identification**

Student laptops will be labeled in the manner specified by the school. Students will not remove Marion Local Schools property stickers, product key, or serial number sticker. If stickers have or appeared to be falling off, student should take laptop and sticker to the technology coordinator immediately.

**Laptops Left in Unsupervised Areas**

Under no circumstances should laptops be left in unsupervised areas. Any computer left unsupervised is in danger of being stolen. Unsupervised laptops will be confiscated by staff and taken to the principal's office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

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

Students are expected to keep the laptop in good condition. Failure to do so will result in fines depending upon laptop condition. The following are the exclusions (considered negligence) 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 or drinking near a laptop is not accidental and will not be covered by non-negligent repairs.
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 Marion Local Schools 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, locker, or on the bus.
7. Mysterious disappearance of the laptop - meaning the laptop user has no knowledge as to the place, time, or manner of the loss.

**School District Protection**

In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report SHOULD be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report should be provided to the principal's office.

The district will work with the Mercer County Sheriff's Department to alert pawnshops and police departments in the area to be aware of this district-owned equipment.

**School District Fees**

Marion Local Schools will be charging an annual technology fee of \$35 for students in the laptop program. If the laptop damage is beyond repair and needs to be replaced, we will evaluate replacement options on a case by case basis. Student may be responsible for full replacement costs.

## **LAPTOP TECHNICAL SUPPORT**

The technology coordinator coordinates the repair work for laptops.

### **Services provided include the following:**

Distribution of loaner laptops;  
Password identification;  
User account support;  
Operating system support;  
Software configuration support;  
Re-imaging hard drives;  
Updates and software installations;  
Coordination of warranty repair

### **Repair service provided:**

Screen replacement - repair fee  
Hard drive replacement - repair fee  
Motherboard replacement - repair fee  
Full keyboard replacement - repair fee  
Shell repair or replacement - depends on severity repair fee  
Key replacement - repair fee  
Chargers \$20  
Cases \$20

### **Procedure to open a service request with the Marion Local Schools Technology Department**

1. All service requests must be made to the Marion Local Schools Technology Department through appropriate paperwork being filed.
2. If a student experiences an issue with their laptop while in class, they will notify the teacher of the issue.
3. If a student has an issue with his/her laptop while at home, the student must fill out the necessary form and submit it the following school day to the technology office.
4. If the Marion Local Schools Technology Department does not have an immediate resolution, and the unit is inoperable, the student will be issued a loaner laptop upon availability to use during the school day until the problem with their laptop has been resolved. Student will not be allowed to bring loaner device home.
5. Students will be notified when their issue has been resolved.

Service and repairs will be documented and reviewed to ensure the proper use and/or maintenance of the laptops. Excessive requests for service/repair is subject to review by the school administration. A student with two or more major repairs in one year will lose the right to bring their laptop home.

### **Children's Internet Protection Act (CIPA)**

The Children's Internet Protection Act was put in place to help control and limit access to unacceptable, vulgar, illegal, and offensive content in public places like schools and libraries.

### **Filtering**

Marion Local School District runs filters on all internet connections to help prevent access to pornographic, obscene, and any other content that may be harmful to minors. Marion Local School District staff will be present to supervise students. The filtering content is updated on a constant basis so that harmful content is being blocked.

### **Access by minors to harmful content**

Since filters are not perfect, staff is instructed to supervise the computers the students are using to assure no harmful content is accessed. In the case harmful content is accidentally accessed, students are to immediately report the incident to the staff member that is in the presence of the computer, and the staff member is to report the harmful content to the network administrator or technology coordinator so that the content can be manually blocked. If a minor purposefully tries accessing or gets access to harmful content, that minor's privileges can be taken away for computer and internet access. Other consequences will be determined by the administrator for the violation. The harmful content will then be manually blocked if the filter missed it.

### **Unauthorized access**

Using tools and/or techniques to circumvent or bypass current security configurations ("hacking") will be considered a violation of this policy and will be subject to disciplinary procedures as outlined. Hacking tools are explicitly prohibited. Any unlawful activities are strictly prohibited and the offender will be prosecuted in accordance with state law.

### **Unauthorized disclosure**

Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is strictly prohibited. Staff should take all precautions necessary to insure students' identification safety.

**Enforcement**

Violations of the policy will be handled consistent with Marion Local School District disciplinary procedures applicable to the relevant person or persons. Student violations may be subject to warnings, suspend, blocked, or restricted access to network resources, detention, and suspension of school activities and/or suspended from school.

Violations of state and federal laws will result in legal prosecution. Examples of these laws include but are not limited to: Cyber Laws, Federal Communities Laws, Federal Wire Tap Laws, Homeland Security Act, National Information Infrastructure Protection Act of 1996, Computer Fraud and Abuse Act, Electronic Communications Privacy Act, Children's Online Privacy Protection Act, and Digital Millennium Copyright Act.