

**PROJECT *STRIVE***  
**STUDENT TECHNOLOGY-RELEVANT, INTELLECTUAL,  
VIGOROUS, & ENGAGING**

**LAPTOP ACCEPTABLE USE POLICY FOR STUDENTS**

The Apple laptops and any accessories that have been issued to students are the property of the Sidney Community School District.

The laptop is on loan to the student and must be used in accordance with the following policies & procedures as well as those outlined in the Technology Acceptable Use Policy For Students:

- \* The student's parent/guardian must have signed and returned the Laptop Agreement and paid the annual \$25 technology rental fee prior to the student receiving a laptop.
- \* Parent/guardians may be given the child's login name and password so that they can supervise the student's use of the computer.
- \* Parents, guardians and students should have no expectation of privacy for any use of the laptop computers or district network.
- \* The District has the right to randomly inspect any laptop, application, or peripheral device on any or all laptops on a regular basis. This includes but is not limited to browser history, email, media that has been accessed, downloaded or created, documents, pictures, and all files. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them.
- \* Each laptop is assigned to an individual student and names should be visible on each laptop. Students should never "swap" or "share" their laptop with another student, friend, or sibling.
- \* Keep your login and password private; use by anyone other than yourself creates a security risk to your files and the network. If you forget your password or wish to change it, see the Technology Coordinator.
- \* Students must have their laptops and chargers with them at school. Students should bring the laptop to school fully charged.
- \* Use of the computer for anything other than teacher directed or approved activity is prohibited during instructional time (8:30 a.m.-3:30 p.m.) This includes but is not limited to internet or computer games and other entertainment activities, email, instant messaging, chat, and use of the internet for anything other than school-related research.
- \* Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screen savers, backgrounds, and or pictures are prohibited. District policy will be followed.
- \* Installation of file sharing programs (i.e. Limewire) is forbidden. Using iTunes or similar programs to share music is also forbidden. Copyright laws must be followed at all times.
- \* Students are not allowed to download or install any software or other materials. District technology staff will perform all approved software installations.
- \* Computers are not to be used to make sound recordings without the consent of all persons being recorded. Sound on the laptop computer must be turned off at all times except when being used as part of the class. Use of personal headphones to listen to music is allowed with express permission of the classroom teacher.
- \* Computers are not to be used to take pictures without the consent of all persons being

- photographed. Cameras are to be turned off at all times except when being used as part of a class.
- \* Students will not use the laptop for illegal purposes. Students will not deliberately use the laptop to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate local, state, or federal authorities.
  - \* Student files will automatically “sync” with the server at login and logoff as well as periodically throughout the day. However, it is the student’s ultimate responsibility to make sure files are “synced” with the server in order to back up files. Music and picture files will not be backed up to the server. These files should be backed up to other sources such as a jump drive or CD. The District will limit the amount of storage space available to each student on the server, so only school-related files should be on the laptop and server and all files should be deleted when they are no longer needed.
  - \* Appropriate and responsible use is expected of all users. Violation of any policies or procedures outlined in the Technology Acceptable Use Policy or the Laptop Acceptable Use Policy will be subject to the appropriate disciplinary action as outlined in the AUP’s.

### **GENERAL USE AND CARE OF THE LAPTOP**

- \* During the school day, students must have the laptop with them or stored in their school locker or designated storage cart. Laptops must never be left unattended. Laptops should not be left in classrooms or locker rooms. Unattended laptops will be picked up by faculty and given to the principal or technology coordinator.
- \* Students in grades 5-8 should store their laptops in the designated storage cart at the end of the school day. Students in grades 5-8 should not take their laptops out of the school building or home with them. Violations will be considered a major infraction and dealt with according to policy.
- \* Students in grades 9-12 should take their laptop home with them or store it in their locked school locker.
- \* It is the responsibility of the student to charge their laptop for the next day—either by making sure it is plugged into the designated storage cart or by charging at home.
- \* It is the responsibility of the students who take their laptops home to bring them to school every day.
- \* Never walk with the laptop lid open. This puts stress on the laptop and the screen.
- \* When transporting laptops between classes or to and from school, the laptop should always be placed in the carrying case with the case closed
- \* Students should not use their laptop while walking or on the bus or other form of transportation. Laptops should be used on a flat, stable surface. Laptops should not be taken on school sponsored activity trips unless expressly needed for the activity.
- \* Laptops should be protected from extreme heat or cold. Laptops should never be left in a vehicle even if it is locked.
- \* Laptops should be protected from the weather, water, liquids, and pets. Eating or drinking near the laptops is strictly forbidden. Laptops cannot be used in the Commons during mealtimes.
- \* The LCD screen is the most sensitive part of the laptop. Heavy objects should never be placed on or stacked on top of the laptop. This includes books, musical instruments, sports equipment, etc.
- \* Each student’s laptop has his/her name displayed. This name should remain in place and clearly visible.

- \* Students may not deface the laptop or carrying case in any way with stickers, tape, whiteout, markers, pens, engravings or any other items or marks. Only appropriate, pre-approved “cling” type decorations may be used. Pre-approval of such items is required from the principal or technology coordinator.
- \* The laptop should only be cleaned with a soft dry cloth. Never use sprays of any kind.
- \* Consequences for not complying with the use and care guidelines will result in the following consequence: Loss of the laptop for one full school day. Repeat violations will be dealt with on a case by case basis.

In addition, all other appropriate consequences as outlined in the Student Handbook may be applied.

### **INSURANCE COSTS**

- \* Each computer is covered by Applecare which covers defects in materials and workmanship.
- \* Before a student is issued a laptop, the \$25 technology fee must be paid to help cover the cost of the school insurance coverage for the laptops. All appropriate acceptable use policies must also be signed by students and parents/guardians.
- \* Lost power adapters and/or batteries are not covered. These are the responsibility of the student.
- \* Any laptop left in an unsecured locker or classroom that is stolen or damaged will result in the student being responsible for replacing or repairing the laptop at 100% of the cost.
- \* Any attempt to repair the laptop or intentional damage or malicious mischief to the laptop will result in the student being responsible for replacing or repairing the laptop at 100% of the cost.