

Laptop Deployment

LAPTOP DEPLOYMENT

Laptop computers, made available for students, are the responsibility of the student to whom the computer is issued; any violations of the policy below will be the responsibility of the student and parent/guardian. The following regulations are in effect for students using a District or school laptop at school, home, or any other location.

1. All existing policies and procedures outlined in the District Acceptable Use Policy (see 08.2323 and 08.2323 AP.1) apply to all users of laptops. In addition to this addendum, a signed AUP must be on file at the school or District level before a laptop is issued to a student.
2. Laptops may be issued for the entire school year. At the end of the school year, laptops will be returned to the school.
4. After the required permission forms are in place and fees have been paid, students will be assigned laptops for the school year. Students who have not paid fees can use computers in the classroom, lab, or library for school use, but may not take devices off school property.
5. Laptop use is for instructional purposes only unless otherwise directed by the classroom teacher.
6. It is the student's responsibility to ensure that there is enough battery life, hard drive space and RAM available to engage in all educational requirements.
7. The laptop's filtering and security settings shall not be changed at any time.
8. Students at no time will vandalize or deface laptops (by using stickers, markers or other items or removing any manufacturer or District labeling). Students are prohibited from taking apart the computer.
9. Illegal use or transfer of copyrighted materials is prohibited at all times.
10. Students are prohibited from using another student's login name and password. Every effort must be made by the student to keep his/her login name and password secure. All passwords must remain confidential and should not be shared among students.
11. Additions, modifications or deletion of software and computer settings must not occur without specific written consent from the school or District.
12. Obscene language and/or materials, including screensavers, backdrops, and/or pictures are prohibited.
13. Students are prohibited from sending non-instructional related e-mails, instant messages, and/or hosting web pages with the laptop.
14. Downloading music, games, and videos from the Internet to the laptop is strictly prohibited unless specific written permission is granted from the school or District for instructional purposes.

Laptop Deployment

LAPTOP DEPLOYMENT (CONTINUED)

- 15. Chat rooms are not to be accessed using the laptop.
- 16. The District is only responsible for original District loaded software. Any personal software or data is subject to removal anytime during routine upgrades, maintenance, repairs or as a result of Acceptable Use Policy violations.
- 17. Repairs required due to normal use and operation of the laptop are covered by the manufacturer’s warranty and school technology funds.
- 18. Repairs or replacement required due to negligence by the student shall be reimbursable to the District up to \$1,000 per occurrence. Failure to make timely payments on any outstanding balance shall result in revocation of all technology access as well as other school privileges as deemed appropriate.
- 19. If a laptop is lost or stolen, students are responsible for immediately notifying the school.
- 20. Students should never leave laptops unattended unless they are stored in a locked location (locker, classroom, etc.)

Recommended dispositions for violation(s) of the above requirements may include one or more of the following: student conference, parent conference, computer re-imaging, detention, in-school suspension, confiscation of the computer and/or restricted access, placement in alternative education, suspension, expulsion, financial restitution, and/or appropriate legal action.

I have read the preceding statements, understand them, and agree to adhere to the terms of this policy.

User Name (Please Print)	Grade
--------------------------	-------

User Signature	Date
----------------	------

Parent Signature	Date
------------------	------