Laptop Policy, Procedures, and Information

Alcester-Hudson Schools

2023-2024

The focus of the Classroom Connections Project at Alcester-Hudson High School is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace.

Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Classroom Connections integrates technology into the curriculum anytime, anywhere.

The policies, procedures and information within this document apply to all laptops used at Alcester-Hudson High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for computer use in their classroom.

Students are responsible for the general care of the laptop the school has issued them. Laptops that are broken or fail to work properly must be taken to the Technology Coordinator or the Technology Coordinator's designees. The **school district** will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.

1.1 General Precautions
- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops **while the screen is open,** unless directed to do so by a teacher.
- Laptops and carrying cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Alcester-Hudson School District.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.

1.2 USING YOUR LAPTOP AT SCHOOL
Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars, and schedules may be accessed using the laptop computer. Students are responsible to bring their laptop to all classes, unless specifically instructed not to do so by their teacher.

1.3 Laptops Left at Home
Students who leave their laptops at home, must immediately contact an adult to bring the laptops to school. Repeat violations of this policy will result in disciplinary action.

1.4 Laptop Undergoing Repair
Loaner laptops may be issued to students when they leave their laptops for repair.

1.5 Charging Your Laptop's Battery
Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Repeat violations (minimum of 4 days-not consecutively) of this policy may result in some form of discipline

In cases where use of the laptop has caused batteries to become discharged, students may need to connect their computers to a power outlet in class

1.6 Printing
Students will have access to network printers at school.

1.7 Home Internet Access
Students may connect to the Internet from a location outside of school but must understand that they are still using school equipment and all school rulesand policies still apply.

2. SOFTWARE ON LAPTOPS

2.1 Originally Installed Software
The software originally installed by the Alcester-Hudson School District must remain on the laptop in usable condition and be always easily accessible.

Laptops are supplied with a Microsoft or Chrome operating systems.
Licensed software provided with all new laptops.

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be madeto ensure that students have deleted software that is no longer required in classand that the school has not exceeded its licenses.

2.2 Additional Software
Students are not allowed to load additional software on their laptops.

2.3 Inspection
Students may be selected at random to provide their laptop for inspection.

2.4 Software upgrades
Upgrade versions of licensed software are available from time to time. Studentsmay be required to check in their laptops for periodic updates.

3. Acceptable Use Policy Computer, Internet, and Electronic Mail

3.1 Computer-Terms and Conditions

- No programs or games may be brought from home or any other source, nor downloaded from the Internet and installed on school computers. If programsor games are desired, they must be submitted to the computer instructor or technology coordinator. If these are allowed, they will be installed by the computer instructor or technology coordinator.
- No_ work in command prompt except in the case of a supervised computerscience class.
- No physical tampering or destruction of computers, keyboards, printers, etc.
- No unauthorized use of other student's directories. Students must keep theirpasswords private. Students are responsible for all files in their directory.
- The system operator and/or school personnel will periodically inspect studentfiles unannounced and at random.
- All student files/programs will be deleted at the end of the school year by thecomputer instructor.
- Staff will be notified of names of students on computer suspension

3.2 Internet-Terms and Conditions

- The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. Ingeneral, this requires efficient, ethical, and legal utilization of the network resources. If an Alcester-Hudson Public School user violates any of these provisions, his or her current access will be terminated, and future access denied.
- The use of the Internet and e-mail must be in support of education and research consistent with the educational objectives of the Alcester-Hudson Public School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for the network.
- Transmission of any material in violation of any U.S., or state regulation is prohibited. This includes but is not limited to.:. copyrighted material, threatening, obscene or lewd material or material protected by trade secret. Use for product advertisement, commercial purposes, or political lobbying is also prohibited. The Alcester-Hudson School District may limit the use of student electronic mail to one source determined by the administration.
- **The use of the Internet is a privilege not a right,** and inappropriate use will result in cancellation of those privileges. The Alcester-Hudson School District administration will deem what is inappropriate use and its decision is final. The administration, faculty, and staff of the Alcester-Hudson School District may request the system administrator to deny, revoke, or suspend any specificInternet user's privilege.
- Netiquette - Students are expected to abide by the accepted rules of network etiquette. These include (but are not limited to) the following:
  - Be polite. Do not get abusive in your messages to others. Do not send or display offensive messages or pictures.
  - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not harass, insult, or attack others. Illegal activities

- are forbidden.
  - Do not reveal your personal address or phone numbers or those of students or faculty.
  - Network storage areas will be treated like school lockers. Network and school administrators may review files and communications to maintainthe system responsibly. Users should not expect that files stored in district servers will be private. Trespassing in another's folders, work or files is• prohibited and will result in loss of privileges. Messages relating to or in support of illegal activities will be reported to the authorities.
  - Do not use the network in such a way that would disrupt the use of the network by other users (for example, intentionally wasting limited resources).

  - All communications and information accessible via the network shouldnot be assumed to be private property.
  - Students are banned from utilizing Internet Chat Rooms, unless under the direct supervision of school personnel for an educational purpose.

No Warranties - The Alcester-Hudson School District makes no warranties whether expressed or implied, for the service it is providing. The Alcester-Hudson Public School District will not be responsible for any damages students suffer, including loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at a student's own risk. The Alcester-Hudson School District specifically denies any responsibilities for accuracy or quality of information obtained through its services. The Alcester-Hudson School District cannot beresponsible for inappropriate or offensive material students encounter on the Internet. If offensive material would cause students personal embarrassment or other emotional or psychological damage, students should not use the system.

- Security - Security on any computer system is a high priority, especially when the system involves many users. If students feel they can identify a security problem on the Internet, they must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log in to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
- Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempts to harm or destroy data of another user,the Alcester-Hudson Network or any of the above listed agencies or other networks This includes, but is not limited to, the uploading, creation, or intentional transmission of computer viruses.
- Conditions as stated in this document are applicable to the Alcester-Hudson School District. These terms and conditions shall be governed and interpreted in accordance with policies of the Alcester-Hudson School Board, the laws of the State of South Dakota, and the United States of America.

4. Responsibilities of Technology Use

Many responsibilities result from the use of these available technologies in the educational setting.

4.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

4.2 School Responsibilities

- Provide Internet and email access to its students.
- Access logs and email will be treated like school lockers.
- Alcester-Hudson School District reserves the right to review, monitorand restrict information stored on or transmitted via Alcester-Hudson School District: -owned equipment and to investigate inappropriate use of resources. Provide a firewall which will filter content. ·
- Provide reasonable access to network data storage areas.
- These will be treated like school lockers. Alcester-Hudson School District reserves the right to review, monitor, and restrict information stored on or transmitted via Alcester-Hudson School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assurestudent compliance with the acceptable use policy.

4.3 Student Responsibilities

- Use computers in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applyto computer use.
- Use all technology resources in an appropriate manner to not damage equipment.
- This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by the student's own negligence, errors, or omissions. Use of any information obtained via Alcester-Hudson School District's designated Internet System is at your own risk. Alcester-Hudson School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. Protect the Alcester-Hudson School District computer system by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Students should always log off the computer after they are done working to protect their accounts and files. If a student does not log off, any email or Internet activity under their name will be considered that student's responsibility.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, that student is asked toprint a copy and turn it in to the office.
- Students will return their laptop to the school at the end of each school year.
- Students who graduate early, withdraw, are suspended, or expelled, or terminate enrollment at AHHS for any other reason must return their individual school laptop computer on the date of termination. If the laptop is not returned, the district will alert law enforcement of this District-owned equipment. This will result in charges of theft of school property.

4.4 Student Activities Strictly Prohibited

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

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Using email to harass or bully others
- Use of chat rooms, sites selling term papers, book reports and other forms ofstudent work
- Internet/Computer Games
- Use of outside data disks without prior approval from the Technology Coordinator for purposes other than back-up as permitted by Section

- **<u>Uploading illegal files, including music or other data files</u>**
- Spamming- ending mass-emails or inappropriate emails
- Gaining unauthorized access to other student's accounts, files, and/or data
- Unauthorized password sharing
- Use of the school's internet/email accounts for financial or commercial gain orfor any illegal activity
- Use of anonymous proxy servers or other attempts to negate firewall/filteringsystems
- Giving out personal information except in an instructional context or in the performance of Alcester-Hudson School District business and with permission of the school district.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threateningor otherwise intended to harass or demean recipients.

- Use or possession of hacking software is prohibited, and violators will be subject to consequences of the Discipline Policy. Violation of applicable state or federal law, including the South Dakota laws prohibiting unlawful uses of computer systems, will result in criminal prosecution or disciplinary action by the district.

4.5 Student Discipline

Consequences for violations of this policy will be handled under the Alcester-Hudson School Discipline Plan. Disciplinary consequences mayvary depending on the severity of the offense. Computers owned by the Alcester-Hudson School District are for educational purposes ONLY.

Laptops Left in Unsupervised Areas

- Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms andhallways. Any computer left in these areas is in danger of being stolen. <u>If a computer is picked up in any of these unsupervised areas a resulting fine of $5.00 will be assessed the student to for them to get their computer back.</u>

4.6 Computer Laptop Violations

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-player game, music, or video files using theschool network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files withoutpermission.
- Using the network or Internet for commercial, political campaign, or financialgain purposes.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove or install hardware components reserved for anauthorized service technician.
- Violating copyright or other protected material laws.

- Subscribing to mailing lists, mass e-mail messages, games, or other servicesthat generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.

Infractions will result in the following consequences:
- 1st Offense - Student(s) will check-in/checkout their laptops from the help desk daily for three (3) weeks.
- 2nd Offense - Three (3) weeks of laptop privilege suspension
- 3rd Offense -Loss of laptop privileges for a length of time determined by theAdministration and the technology coordinator.

4.7 Computer Network Violations
- Attempting to log on to the Internet or network (servers, routers, switches,printers, firewall) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic orsexually 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.

Infractions will result in the following consequences:
Suspension of laptop computer, referral to law enforcement authorities, and possible long-term suspension or recommended expulsion from school.

INTENTIONAL DAMAGE: Students/Parents are responsible for full paymentof intentional damages to laptops. Warranty or School District Laptop Protection **DOES NOT** cover intentional damage of the laptops.

If laptops are left unattended in other areas during the school day they will be collected, and a $5 fee will be assessed for each incident.

Laptops left unattended after school hours will also be collected and students will be assessed the $5 fee. It will be acceptable for athletes to leave laptops in a**locked** locker in the locker rooms unless a visiting team is using the locker room. Any laptops left in the hallway, gym, or not under lock in the locker rooms during practice or games will be collected and students assessed the $5 fee. Any fees will expect to be paid before the machine is returned to the student