



## **Use Policy for Laptop Computers**

**2018-19**

## **A. Introduction**

All statements and policies set forward in the existing ST. JOSEPH CATHOLIC SCHOOL Acceptable Use of Computers and Networks are binding upon students who use ST. JOSEPH CATHOLIC SCHOOL laptop computers and are intended to support and/or extend existing policy. Implicit in signing this policy is the agreement to uphold all standards set forward here and those in existing acceptable use policies. The following is a list of major topics covered in existing policies: acceptable activities, consistent environment, respect, privacy and safety, plagiarism, piracy, and positive representation. Remember, by signing this policy, you acknowledge that you have read and agree to uphold the standards of this and pre-existing policies.

## **B. Student Responsibilities**

The use of laptop computers is expressly for school related educational activities. By accepting a school-owned laptop computer, parents/students agree to use it for this purpose only. By signing this agreement, parents/students acknowledge that the consequences for not adhering to these standards (as judged by school personnel) are at the discretion of ST. JOSEPH CATHOLIC SCHOOL.

Parents/Students also acknowledge that using a computer and/or network technology at ST. JOSEPH CATHOLIC SCHOOL is a privilege that may be revoked at any time by the school.

- Parents/Students are responsible for the safety and well-being of the laptop, its components and any school provided peripherals. St. Joseph Catholic School recommends that families purchase a protective case to store the computer in when not in use unless it is in a school approved location for charging. When passing between classes it should be securely enclosed in a protective case or book bag designed for laptop storage. Students should avoid placing loose pencils, paper clips, staples and other school supplies in the laptop case. While minor “wear and tear” is acceptable, families will need to take financial responsibility for breakage outside the normal range determined by the Technology Department.
- Students are responsible for staying on task when working on the laptop. Students may not play games, listen to music without the permission of the teacher, visit unauthorized or questionable web sites, watch DVDs, email, chat, instant message, or engage in any other counter-productive behavior employing technology, whether in or out of class. Students engaging in these or related behaviors will experience consequences for this type of misuse.
- Students may not download, stream or listen to Internet-based music, video and large image files not required for schoolwork, as this slows down the performance of the network for all users. The school will monitor for network violations.
- Students should avoid sending digital files through the school’s system that are greater than 50MB as the transfer process can hinder network speed and access to others. If you need help transferring large files, contact the Technology Department.

- Parents/Students are held responsible for the health and integrity of the software on the computer. Parents/Students may not add software programs to their computer, nor may they attempt to copy school licensed software onto other machines. If a program is necessary for schoolwork and it is not on the school-owned computer, students should make the request to a member of the Technology Department.
- Parents/Students should not leave a laptop unattended for any reason, unless it is charging in an acceptable and approved location. Your laptop should be either locked (in your school locker or where others do not have access) or attended (within your sight) at all times. If school personnel find an unattended laptop, they will take it to a member of the Technology Department for quarantine, and consequences will follow. Repeated failure to secure the laptop will ultimately result in its confiscation for the remainder of the school year.
- Parents/Students are responsible for any loss, damage or theft of a laptop computer.
- Students are responsible for backing up their school related data onto the school server, on the cloud or to a portable hard drive (USB drive).
- Adhere to all school policies regarding appropriate computer use. When in doubt about what constitutes acceptable use, ask a teacher, administrator or the Technology Department.
- Students should practice responsible and respectful behavior when using the laptops. Students should refrain from any activities that may be portrayed as vulgar, cruel, threatening, harassing and/or critical of the school, teachers, school administrators or fellow students.
- Changing screens immediately when staff members approach is considered "suspicious behavior" and may result in your PC to be confiscated or inspected.

### C. Laptop Care

- Students are expected to treat their laptops with care and respect. Students should not deface the laptop or its peripherals in any way. This includes, but is not limited to, marking or marring any surface of the laptop. Stickers or any other decorative markings are prohibited.
- Students are expected to care for and respect the charge cords and power packs. Cords should always be gently unplugged and carefully packed with computers.
- When moving between classes, the computer should be in sleep mode and placed in its carrying case or secured in an approved book bag. The case should be zipped.
- Students should protect their laptop from extreme heat or cold. Laptops should never be left anywhere that would expose the equipment to harsh conditions.
- Laptops should be protected from the weather, water or other liquid or food. Students should not eat or drink while using their laptop or use their laptop near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your laptop. This includes books, musical instruments or sports equipment. Pressure or squeezing can damage the screen and other components.
- Computers, while on, should not be placed on or under soft items, such as pillows, chairs or sofa cushions. This will cause the computer to overheat and may result in damage to the computer.
- Computers should not be placed in the case, while on, as it will overheat and damage the computer. Please place the computer in sleep mode before putting it in the case.
- Computers should be charged only in locations where the power cord is not strung across a pathway where the computer might be pulled off the desk.
- To maximize battery life, do not leave it constantly charging. Charge to 100%, disconnect from the charger and then use until you see the “low battery” warning. Repeat.
- Do not apply Windex or other glass cleaning products to the screen of the laptop, rather you can clean the screen with a soft dry antistatic cloth.
- **IMPORTANT: School provided Accidental Damages Insurance on all laptops is available. Full replacement costs of the computer is \$650. Insurance can be purchased for \$50 per student per year. Without insurance, should the school-assigned laptop sustain damages while in the care of the student, parents will be required to pay for the repair/replacement of any parts, hardware, accessories and/or software required to restore the laptop back to its original condition.**

## D. Consequences

Students who violate any standard in the acceptable use policies may experience some or all of the consequences below. Discipline will be at the discretion of school personnel involved with the offense.

- Students may experience natural consequences for not meeting their responsibilities. These may include not being able to complete their work on time or being required to complete work on time without the use of technology.
- Receive unsatisfactory, incomplete or failing grades on assignments.
- Laptop computer and network use suspended or revoked. That is, you may be asked to return your laptop for a period of time commensurate with the infraction (including full loss of the privileges for the remainder of the year).
- Students can be suspended or recommended for expulsion if using digital media for acts that may be portrayed as vulgar, cruel, threatening, harassing and/or critical of the school, teachers, school administrators or fellow students.
- Serious infractions may result in suspension or expulsion.

USE POLICY FOR LAPTOP COMPUTERS CONTRACT

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

School Year: \_\_\_\_\_

**E. Student Acknowledgement**

I have read the policy on the use of laptop computers. I understand the expectations above and agree to behave according to the standards of this policy.

I understand that ST. JOSEPH CATHOLIC SCHOOL supports the privacy of electronic communications, but I also understand that it cannot guarantee the privacy of electronic mail or files the student (my child/dependent) may keep on the school's computers.

**IMPORTANT: School provided Accidental Damages Insurance on all Laptops is available. See section C in the Use Policy.**

Finally, I agree to return the laptop and charging utility that was issued and checked out in its original working condition or pay for the cost of repair or replacement when the loss or damage resulting from the student's (my child/dependent) carelessness or negligence.

**Please choose:**

- We are waiving insurance and will take responsibility for damage to the laptop
- We accept the \$50 insurance option. Check is attached.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date