

Independence Junior High School

1:1 Laptop Program Acceptable Use Policy

The purpose of the 1:1 laptop program is to enable students' access to the benefits of technology as an educational tool. The students develop their familiarity with both the computer and the software package contained on the computer to support the mission of the district in their preparation for a successful future. The 1:1 program also offers teachers the ability to move far beyond the textbook, to deepen the knowledge provided within their content areas, and infuse their curriculum with positive and successful information from around the globe.

We are pleased to offer this program and are grateful for your support in helping us educate children how to care for and utilize technology appropriately. The following are guidelines:

DISTRICT EXPECTATIONS

- ❖ The laptop is an educational tool and should be used in that capacity only. Once issued, you are responsible for the laptop **at all times**.
- ❖ Realize that the laptop is District 128 property and all content (software, email, internet use) **will be monitored**. Messages and/or Internet content relating to or in support of illegal activities will be reported to the authorities.
- ❖ Students have no expectations of privacy and can expect teachers and administrators to conduct checks of their Internet history, documents, etc.
- ❖ The student must carry laptops in the district provided bag with an identification tag that clearly states the **student's first and last name and grade**. Laptop cases should be carried across the body when in transit.
- ❖ The identification tag must remain on the bag at all times.
- ❖ The student is responsible for the laptop throughout the school day. The school will not be responsible for laptops that are left in classrooms, hallways or lockers.
- ❖ Laptops must come to school **fully charged** everyday.
- ❖ The student is the only authorized user of the assigned laptop. Laptops should never be shared with another student.
- ❖ Passwords should be kept confidential.

- ❖ “Cyberbullying” will not be tolerated. Cyberbullying means bullying by use of any electronic communication device using by not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, websites, etc.
- ❖ Sound should be muted at all times and headphones should not be used unless permission is obtained from the teacher for instructional purposes.
- ❖ Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

UNACCEPTABLE USES

- ❖ Laptop use on a bus and outdoors are strictly prohibited.
- ❖ Do not leave laptops in automobiles. Computers cannot tolerate extremes in temperature.
- ❖ Nothing should be in the laptop bag with the computer. Items in the bag can severely damage the computer.
- ❖ Do not eat or drink near the laptop. This includes bringing it to a lunch table!
- ❖ Avoid touching the screen. When cleaning is necessary, this must be done at school. Never use any cleaner, such as Windex or water to clean the laptop screen.
- ❖ Do not rest pencils/pens or other items on the keyboard. Accidentally closing the laptop with items on the keyboard damages the screen.
- ❖ Do not mark the laptop in anyway with markers, stickers, etc.
- ❖ Students are prohibited from playing games (with the exception of educational games directed by a teacher) during school hours.
- ❖ E-mailing and instant messaging is prohibited.
- ❖ The laptop should not be used to copy, download, upload, or share copyrighted materials without the owner’s permission. This includes the reproduction of music files, (CD’s) images and software applications.

- ❖ Students are not allowed to try to bypass the district filter in any way, including but not limited to the use of proxy avoidance sites.
- ❖ Do not access inappropriate or obscene material. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- ❖ Students should not obtain copies of or modify files, data or passwords belonging to other users on the network.
- ❖ Use the laptop on a flat, stable surface.
- ❖ Never disclose your personal information online. (i.e. home address, phone number)
- ❖ Desktops/screensavers should be school appropriate. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- ❖ Students are expected to conduct themselves in a socially acceptable manner at all times while using the network/internet.

Under NO circumstances should laptops be taken by parents or students to outside service providers for repair. All repairs must be done through District 128. Only District 128 technical staff is authorized to approve repair off site. Abuse of this acceptable use agreement may lead to the suspension and/or termination of the students' laptop use.

2015-2016 School District 128 Acceptable Use Signature Form

Student

I have read and agree to the District 128 Laptop Regulations. I understand my responsibilities as a student. Violation of these policies will be subject to loss of use of the laptop as well as other disciplinary consequences.

_____ Printed Student Name

_____ Student Signature _____ Date

Parent

I have read and agree to the District 128 Laptop Regulations. I understand my responsibilities as a parent/guardian. Violation of these policies could result in the loss of the laptop or other disciplinary measures for my child.

I understand that District 128 uses annual laptop usage fees to self-insure for accidental damage ONLY. Under this plan, I understand that my maximum liability for accidental damage is \$150. If the damage is a

result of intentional actions or the result of theft, I am responsible for 100% of the replacement cost. Given this known liability, I am giving my consent for my child to be issued a district laptop computer.

_____ Printed Parent/Guardian Name

_____ Parent/Guardian Signature _____ Date