

SURRY COUNTY SCHOOLS LAPTOP PROJECT:

ONE-TO-ONE COMPUTING

Student/Parent Laptop Handbook

Overview/Introduction

Surry County Schools (SCS) is committed to educating all children to be productive workers, responsible citizens, and lifelong learners, enabling them to be globally competitive and prepared for life in the 21st century. The Laptop Project for One-to-One Computing will provide an equitable opportunity for all students to experience a technology-rich environment and to ensure that our graduates are prepared for the workplace and life. Understanding of and adhering to the following policies and procedures is necessary for the success of the program.

I. Deployment

Parent/guardian(s) will be informed by letter and/or a phone call of location, date and time of mandatory orientation/meeting. The program and Student/Parent Laptop Agreement will be explained. The parent and student must sign the agreement in order for the student to be issued a laptop.

- A. Prior to students being issued a laptop:
 1. Parent/guardian must attend an orientation/meeting (mandatory).
 2. Student must attend an orientation/training (mandatory).
 3. Parent/guardian and student must sign Student/Parent Laptop Agreement.
- B. The district will send a report of all model, asset and serial numbers of student laptops to local pawn shops and law enforcement agencies to assist in the event of loss or theft.

II. Terms of Laptop Loan

A. Terms of Loan

1. The Surry County School district will loan a laptop to students upon compliance with the following:
 - a) Student Orientation/Training session
 - b) Parent/Guardian Orientation/Meeting session
 - c) Payment of \$27 for Technology Usage Fee
 - d) A signed Student/Parent Laptop Agreement.
2. Legal title to the property (laptop) is with Surry County Schools. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the board policies:
 - a) 10000 – Technology Resources General Provisions;
 - b) 10100 – General Use Policy for all Users;
 - c) 10200 – Student Use Policy,
 - d) Internet Use Guidelines,
 - e) Guidelines as outlined in the Student/Parent Laptop Handbook.
3. Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines.
4. A student's possession of the laptop terminates no later than the last day of the school year unless there is a reason for earlier termination by the District (e.g., drop-out, expulsion and transfer to another school).

5. The laptops will be maintained for Accidental Damage of amounts up to \$50 and a maximum of 3 incidents per school year as explained in Section II-C (Loss or Damage), Item 1.
6. The laptops will be maintained per the annual cost of the Technology Usage Fee
7. The annual cost of the Technology Usage Fee will not cover damage to the laptops due to negligence (see section XIII).

B. Theft

1. Payment of the annual cost of the Technology Usage Fee paid to the district will be \$27 (non-refundable).
2. The Technology Usage Fee covers Accidental Damage and helps with replacement cost for theft.
3. The student or parent/guardian is required to immediately file a police report in all cases of stolen laptops. After filing the police report, the student or parent/guardian shall notify the school and submit a copy of the police report.
4. In case of theft, payment will be due to the school district per Section C2.
5. SCS will coordinate with area law enforcement agencies to alert pawn shops of lost or stolen laptops.

C. Damage or Loss

1. SCS will provide Accidental Damage Maintenance for student laptops which will cover the laptop for the school year. The policy will cover no more than 3 incidents.
2. The student and/or the student's parent/guardian shall be responsible for compensating the school district for any losses, costs or damages which are not covered by the Technology Usage Fee (more than \$50 an incident or more than 3 incidents per year). The student and/or parent/guardian is liable for replacement(s) costs resulting from loss, intentional damage and/or neglect as outlined in this document (see section XIII). Replacement and repair cost(s) will be based on fair market value as described in the table below.

****Records of losses and/or damages will be maintained by the assistant principal at each school.**

Total laptop replacement when lost or stolen:

Age of Laptop	Value
1 year or less	100%
2 years	75%
3 years	50%
4 years	25%

Total laptop replacement costs if damaged and repair costs exceed the price of the laptop:

Age of Laptop	Value
1 year or less	75%
2 years	50%
3 years	25%
4 years	10%

Purchase price of laptops and replacement costs vary from year to year

3. If unapproved changes or software installs are made to the laptop, the laptop will be re-imaged, and the student will be charged a \$25 re-imaging fee.
- D. Repossession
SCS reserves the right to repossess the laptop at any time if the student does not fully comply with all terms of this agreement.
- E. Appropriation
Failure to return the property in a timely manner and the continued use of it for non-related school purposes may be considered unlawful appropriation of Surry County School's property.
- F. Modification to Program
As the program is new to Surry County Schools, the district reserves the right to revoke or modify the project or its terms at any time.

III. General Care of the Laptop

- A. Students are responsible for the laptops they have been issued. Laptops in need of repair or damaged must be reported to the teacher. It will be the responsibility of the teacher or his/her designee to contact onsite technical support.
- B. Technical support will determine whether the laptop can be repaired onsite or if a loaner should be issued. A limited number of classroom computers are also available for student use. Classroom computers and Loaner laptops are also covered by all rules and regulations as outlined in this document.
- C. Guidelines to follow:
 1. Always close the lid before moving your laptop.
 2. For prolonged periods of inactivity, you should shut down completely before closing the lid. This will help to conserve the battery. All machines need to be completely powered off at the end of the day to allow synchronization and to prevent laptop from overheating.
 3. Please be aware that overloading the laptop bag will damage the laptop. Take precaution when placing the laptop bag on a flat surface. Textbooks, notebooks, binders, etc. are not allowed in the laptop bags. Never sit on the laptop bag.
 4. When using the laptop, keep it on a flat, solid surface so that air can circulate. For example, using a laptop while it is directly on a bed or carpet can cause damage due to overheating.
 5. Liquids, food and other debris can damage the laptop. You should avoid eating or drinking while using the laptop. DO NOT keep food or food wrappers in the laptop bag.
 6. Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the laptop by the screen or placing your finger directly on the screen with any force.
 7. Monthly allow your battery to completely drain. Dimming the LCD brightness of your screen will extend the battery run time. For help, consult your teacher, technician or technology specialist.
 8. Never attempt repair or reconfiguration of the laptop. Under no circumstances are you to attempt to open or tamper with the internal components of the laptop. Nor should you remove any screws -doing so will render the warranty void.
 9. Take care when inserting cords, cables and other removable storage devices to avoid damage to the laptop ports.
 10. Do not expose your laptop to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.

11. Do not write, draw, paint or place stickers/labels on your laptop or bag. Remember the laptops are the property of Surry County Schools.
12. Keep your laptop away from magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, and old style television sets.

IV. Cleaning Your Laptop

- A. Routine maintenance on laptops will be done by the district technology support team. However, students are encouraged to perform simple cleaning procedures as outlined below:
 1. Always disconnect the laptop from the power outlet before cleaning.
 2. Never use liquids on the laptop screen or keyboard.
 3. Clean the screen with soft, lightly dampened, lint free cloth or use anti-static screen cleaners or wipes.
 4. Wash hands frequently when using the laptop to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen.
 5. Clean the touch pad with lightly dampened cloth.

V. General Security

- A. Never leave your laptop unattended or unsecured. Laptops should be secured in a designated storage facility or a secured locker.
- B. During after-school activities, you are still expected to maintain the security of your laptop. Unsupervised laptops will be confiscated by staff, and disciplinary actions may be taken.
- C. Each laptop has several identifying labels (i.e., SCS asset number, serial number, and school-specific tag coded to student name). Under no circumstances are you to modify or destroy these labels.

VI. General Use of the Laptop

- A. Students are REQUIRED to bring their laptop to school each day with a fully charged battery. Students will not be given the use of a loaner laptop if they leave their laptop at home. Students leaving laptops at home will be required to complete assignments using alternate means (as determined by the teacher). Laptop chargers should be brought to school every day; there are no loaner chargers available.
- B. Students will receive disciplinary referral from their teacher for repeatedly refusing to bring the laptop to class.
- C. Be mindful not to cause a tripping hazard when it is necessary to plug in your laptop.
- D. Avoid using your laptop in areas which may lead to damage or theft. Do not use your laptop around sporting activities or events.
- E. Laptops are not allowed on overnight trips or field trips without the expressed written approval of the lead chaperone and the parent/guardian.
- F. *LAPTOP USE IS NOT PERMITTED IN THE DINING AREA (LUNCH ROOM) DURING LUNCH PERIODS. The laptop may be used in designated commons areas (away from food or drink) during this time.
*LAPTOP USE IS NOT PERMITTED ON THE BUS – Laptops should remain in the laptop bag while students are on the bus.
- G. Laptop sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.

- H. Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could result in a computer failure and will interfere with your ability to complete class work.
- I. Student laptops will be subject to routine monitoring by teachers, administrators, and technology staff.
- J. Students will provide access to any laptop computer and /or accessories that they have been assigned upon the district's or school's request. An individual search of the laptop and other stored student files may be conducted if there is suspicion that policies or guidelines have been violated.
- K. When available, students will be assigned a space on the server for storing educational files (home directory). This directory should be used for backing up and storing files as directed by the teacher. Additional common storage space may be provided by your teacher.
- L. Laptop use in ISS will be determined by the principal
- M. Laptop personalization (screensavers, backgrounds, skins, etc.) must not violate Surry County Schools Technology Policies.
- N. After 10 unexcused absences in a school year, the student becomes a day user. Overnight checkout for assignment completion will be at the discretion of the principal.

VII. Email

- A. Email transmissions and transmitted data stored on servers shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- B. Students will abide by all email guidelines as outlined in the SCS Board Policies.

VIII. Virus Protection

All laptops have Total Traffic Control Security Agent virus protection software installed. The virus software will be updated automatically through login to the district network. Do not remove or add any virus protection software.

IX. Internet Access/Filtering

- A. As required by the Children's Internet Protection Act, a current filtering solution (Total Traffic Control) is maintained by the district for school and home use on this laptop, the district can not guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and the Internet. SCS will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk.
- B. SCS will not serve as the Internet service provider for home use. However, SCS will provide filtering of the laptops while connecting to the Internet from home. In order for a student to access the Internet, the parent/guardian must contract with an Internet service provider (e.g., Time Warner, Surry Internet, etc.)

X. Login Procedures

- A. Students will log in with the school issued user name and password and log on to SCS whether at home or school.
- B. DO NOT share passwords. Students are responsible for anything done using their login.

XI. Copyright

Compliance with federal copyright law is expected of all. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and Web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright. Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law.

XII. Inappropriate/Unacceptable Use

Tier 1: Inappropriate Use:

Includes but not limited to:

- Using proxy sites
- Using any browser other than a browser that has been installed by SCS
- Using computers not assigned to you (Teachers may allow students to look on with another student for instructional purposes only)
- Videoing or taping on school property is not permitted when not related to an assignment
- Emailing or chatting during class (when not related to an assignment)
- Profanity
- Gaming during instructional time

Tier 2: Unacceptable Use:

Includes but not limited to:

- Pornography (real life or cartoon) Pornography can be a felony offense and if so will be turned over to authorities.
 - Possession
 - Manufacturing – using a camera or creating pictures/movies
 - Distributing – sending/sharing with others
- Images of Weapons
- Gang Related Files
- Bootleg movies or music
- Logging into a computer/application using someone else's login
- Cheating
- Using a computer to plan a fight, cause harm or commit a crime
- Profanity directed to the faculty or staff
- Threats and/or cyber bullying

XIII. Care and Responsibility

Tier 1: Care and Responsibility: Neglect and Misuse

Includes but is not limited to:

- Carrying your laptop out of the assigned case
- Carrying items in laptop bag other than computer and related items
- Leaving laptop unattended
- Allowing someone else to use your assigned laptop
- Removing labels and identifying stickers on laptop/bag

Tier 2: Care and Responsibility: Intentional Misuse or Abuse

Includes but is not limited to:

- Intentional actions which are harmful or potentially harmful to the computer, charger, and/or computer case

Discipline Consequences will be as directed by the SCS Student Code of Conduct and the Schoolwide Positive Behavior Intervention Support Plan at the student's home school.

Technology Policy 10000 – General Resources

Technology Policy 10100 – General Use Provisions

Technology Policy 10200 – Student Use Provisions