

Student Laptop Usage Policy - 2019

Powered Up

School Year 2019-20

A business class Dell Latitude 3390 2-in-1 will be issued to the student named below under the following conditions:

- This student laptop usage agreement, which is signed by the parent/guardian, student and staff member of the school, will be kept on file at the school.
- Use of this equipment for any purpose other than educational use may result in loss of privileges.
- The district does not permit unethical use of the Internet, email, or any other media. Violation of this policy may result in the loss of laptop usage privileges and disciplinary action by the school.
- The configuration of the hardware equipment and all accompanying software may not be altered, nor can software be copied to or from the computer or installed on the computer under any circumstances.
- Parents/guardians are required to pay a non-refundable security deposit of \$25. The payment must be made prior to the student receiving the laptop.
- **Parents/guardians accept financial responsibility (\$650.00)** for cost related to damage due to purposeful action or gross negligence. The district will proceed with legal action, should financial obligation be ignored. For more information, refer to care of instructional materials in student manual.
- The laptop, which is the property of St. Lucie Public Schools, **must be returned prior to the end of the 2019-20 school year**, or in the event of school change or early withdrawal.
- The district has provided students with a “Digital Citizenship Orientation” and information for parents, via Open House events and handouts, including information about how to care for the device and how to make responsible use of technology.

I have read the Student Code of Conduct for Electronic Services for Students Digital Citizenship Policy Agreement.

We, the undersigned student and parent/guardian, agree to assume full responsibility for the proper care and educational use of the computer equipment described in this document.

Student Name (print) _____ Phone _____

Address/City/State/Zip _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Student ID _____ Grade Level _____

School Name _____

Laptop Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned computer. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action(s) including but not limited to loss of use of technology equipment.

General Guidelines *All use of technology must:*

- Support learning
- Follow local, state, and federal laws, including SLPS district policies & guidelines
- Be school-appropriate

Security Reminders

- Do not share logins or passwords
- Do not develop programs to harass others, hack, bring -in viruses, or change others' files
- Follow internet safety guidelines

Activities Requiring Teacher Permission

- Any use of the laptop during class time
- Sending email, direct messaging, posting, or time checking
- Instant-messaging, through Office365 or Skype
- No Instagram or Facebook use during class
- Listening to music (Headphones must be put away unless given permission by teacher)
- Watching videos (Ex: YouTube or Netflix)
- Playing non-academic games

Appropriate Content **All files must be school-appropriate. Inappropriate materials include explicit or implicit references to:**

- Alcohol, tobacco or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

Thumb Drives

- All SLPS rules and guidelines apply to any thumb/USB drive plugged-in to a SLPS laptop
- Saving files to your OneDrive folder in Office365 is the preferred method of saving files.

*Any files created on your laptop should be saved to your OneDrive folder in Office 365.

Laptop Checkout Stipulations

Each new school year, all student and their authorized guardian must watch the Powered Up/Access Now video and sign the Student Laptop Usage Agreement.

Use of this equipment for any purpose other than educational use may result in loss of privileges.

Parents/guardians are required to pay a non-refundable security deposit of \$25. The payment (cash or check made payable to The WEST Prep Magnet) must be made prior to the student receiving the laptop.

Parents/guardians accept financial responsibility for cost related to damage due to purposeful action or gross negligence. The district will proceed with legal action, should financial obligation be ignored. For more information, refer to care of instructional materials in student manual.

The laptop, which is the property of St. Lucie Public Schools, must be returned prior to the end of the 2019-2020 school year, or in the event of school change, suspension (more than 5 days), or early withdrawal.

Lost or Stolen laptops should be reported to the school Deans, or a staff member within 24 hours or the next school day and a police report must be made.

Laptops can be inspected/collected by an Administrator or his/her designee at any time.

If laptop is not returned to The WEST Prep Magnet by the last day of school, students may be charged (\$600) for a lost/stolen laptop and (\$28) for the charger and will not be issued another one.

Laptop Use, Care, and Routines

Hallway Transitions

- Always use two hands to carry the laptop or secure it in your backpack.
- Never leave the laptop unattended for any reason.
- Log-off or lock the computer before you change classes.

Classroom Expectations

- Center the laptop on the desk.
- Close the lid of the laptop before standing up.
- If the laptop is not being used at that time in class, the laptop must be closed.
- Lock the computer before walking away from it.
- Follow all directions given by the teacher regarding computer use for that period.
- Students may only work on course work for that current class. (Ex: You may not do your Algebra 2 homework in your English III class)
- If a student does not have a laptop, regardless of reason (did not receive one, forgot it at home, or without one for another reason), the student is still responsible for all work.
- Teachers will provide work for students in the event that they are without a laptop. Simply not having a laptop cannot be punitive with regards to the student's grade. Hard copies should be given so that students may complete their work.

Care of Laptop at Home

- Charge the laptop *fully* each night.
- Leave your charger at home. (This is very important. Your charger can't disappear if it is stored at home.)
- Use the laptop in a common room of the home.
- St. Lucie Schools are not responsible for network access or connectivity outside of the school campus setting.
- Store the laptop on a desk or table - never on the floor!
- Protect the laptop from:
 - Extreme heat or cold.
 - Food and drinks.
 - Small children.
 - Pets.

Traveling To / From School

- Completely shut down the laptop before traveling.
- Do not leave the laptop in a vehicle.

- Use your backpack or bag to carry the laptop.
- If ever in a situation when someone is threatening you for your laptop, give it to them and tell a staff member as soon as you arrive at school.

Damaged Computer Policy

ACCIDENTAL DAMAGE PROTECTION:

St. Lucie Schools has provided coverage to protect the laptops against accidental damage such as: power surges and natural disasters.

This coverage does not provide for damage caused by fire, theft, loss, misuse, drops, intentional or frequent damage or cosmetic damage.

At the discretion of the Principal or his/her designee, will assess the laptop damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines.

If the damaged is determined to be accidental it will be replaced.

If the damage is from negligence, the following steps will be taken: (depending on the severity of the damage)

- 1st. Incident – Student will be required to purchase a School Approved laptop case \$25.
Parent Contact before laptop is issued.
- 2nd. Incident – Student will be required to purchase a Screen Protector \$50.
Parent Contact before laptop is issued.
- 3rd. Incident – No laptop will be issued, and parent/guardian conference is required.

Incident = Cracked screen, damaged body, or any feature that may hinder the performance of the device.

If a laptop is being repaired it may take several weeks to fix, students are still responsible for all work assigned by the teachers, however teachers must assign an alternative lesson.

The student who checks out a laptop is solely responsible for the device and it's usage.

Office 365 Email

Purpose **Office365 allows students to effectively communicate and collaborate with SLPS staff and classmates, giving them an authentic purpose for writing.**

The purpose of email is:

- A 21st Century communication tool.
- Used in careers and higher education settings.
- A way to meet the National Educational Technology Standards (NETS).

Guidelines and Reminders

- Email should be used for educational purposes only.
- Email transmissions may be monitored by SLPS staff at any time to ensure appropriate use. This means that teachers may check students' email.
- Students should not delete email unless instructed to do so by a teacher. Deleting email will be interpreted as suspicious behavior and may be followed up with further investigation or disciplinary action.
- Email should only be used by the authorized owner of the account.
- Students need to protect their passwords.

Restrictions and Limitations

- Student email defaults to a “student only” view in the address book, but students may email teachers and other staff as well.
- Mailbox size is restricted.

Unacceptable Use Examples

- Non-education related forwards (e.g. jokes, chain letters, images).
- Non-approved school related materials or non-school related information

- Harassment, profanity, obscenity, racist terms.
- Cyber-bullying, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities

Webcams

Purpose Each student laptop is equipped with a web cam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples Web cams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.

Listening to Music

At School Listening to music on your laptop is not allowed during school hours *without* permission from the teacher. That permission will be given only for media used to complete a school assignment. Listening to music may occur before school, after school and during your lunch period with your own personal ear buds or headphones.

At Home Listening to music on your laptop (from a streaming website) is allowed at home with permission from parent(s)/guardian(s).

Watching Movies

At School Watching movies on your laptop is not allowed during school hours.

Short video clips (**any clips that are watched must follow the district policy on movies.) may be watched with permission from the teacher. That permission will be given only for media used to complete a school assignment.

Watching videos (**any videos that are watched must follow the district policy on movies.) may occur before school, after school and during your lunch period with your own personal ear buds or headphones.

At Home Watching movies on your laptop (from a streaming website) is allowed at home with permission from parent(s)/guardian(s).

Gaming

At School **Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be academic in nature and must be appropriate for a school campus (i.e. no guns, drugs, crimes, etc.)**

- The game is in support of education.
- All school work is complete.
- No download of any kind is needed.

At Home **Online gaming is allowed at home if all of the following conditions are met:**

- The content of the game is school appropriate.
- You have permission from your parent(s)/guardian(s).
- The game is in support of education.
- All school work is complete.
- No download of any kind is needed.

You are not allowed to download personal software onto the district-issued laptop.

Printing

Printing at School **Any documents that require printing should be printed at school for .10 cents per page. This means there should be no school-required reason for printing at home. If a student chooses to print school work at home, we suggest using the following options:**

- Save the file on a flash/USB drive and print from home computer.
- Email the file to the student's Office365 email account. Use the home computer to access the web-based Office365 account, and print from the home computer.

Technology Discipline

Behaviors and Discipline Related to Student Computer Use

Tech-related Behavior Violations	Equivalent "Traditional" Classroom Violations
Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (off- task behavior)
Missing computer	No binder/missing supplies
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering laptop or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form
Using an electronic resources account authorized for another person	Breaking into or using some else's locker

Tech Violations
<i>Behavior unique to the digital environment without a "traditional" behavioral equivalent</i>
Chronic, tech-related behavior violations (see above)
Deleting browser history
Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
Unauthorized downloading or installing software
Attempts to defeat or bypass the district's Internet filter
Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

Progressive Discipline

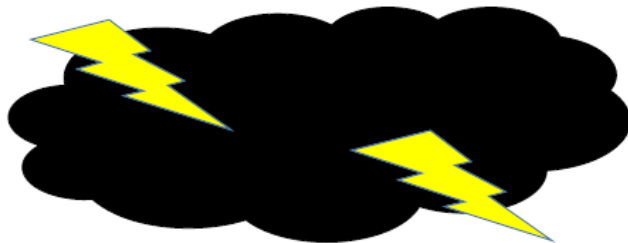
Discipline is progressive; Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

Progressive Discipline Steps (Examples)

The following are for illustration purposes only. The appropriate progressive discipline steps for the individual would apply.

- Warning
- In-class consequence (Time out from laptop – lid shut for 15 minutes)
- School-based consequences (Ex: Lunch Detention)
- Parent contact
- Loss of laptop for the class period
- Administrative referral – loss of laptop following the cellphone policy (24hours)
- Loss of laptop or of network access for extended period of time
- Suspension

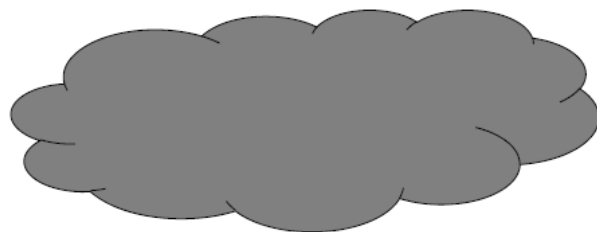
Today's Technology Forecast - Black



Laptop Use: **0 – 20%** Chance of Use

Laptop Location: Put Away, not on your desk

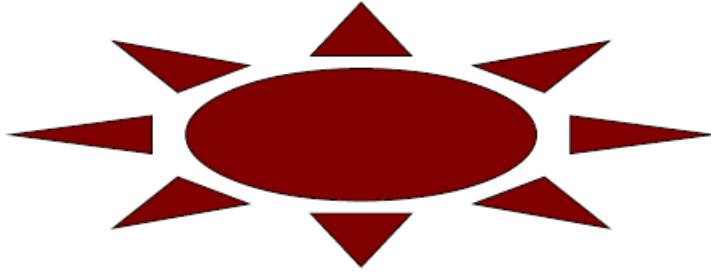
Today's Technology Forecast - Grey



Laptop Use: **40 – 50%** Chance of Use

Laptop Location: Lid at 45° Angle, not currently in use, but on desk

Today's Technology Forecast - Maroon



Laptop Use: **90 – 100%** Chance of Use

Laptop Location: On your desk, ready to go